

# "21STFB212MLMP" Vacancy Details

## About

**Announcement Number:** 21STFB212MLMP

**Hiring Agency:** GSA, Office of General Counsel

**Position Title:** Paralegal Specialist

**Open Period:** 07/27/2021 - 08/10/2021  
Format MM/DD/YYYY

**Series/Grade:** GS - 0950H 09

**Salary:** USD \$60,129 - USD \$78,167

**Work Schedule:** Full-time -

**Promotion Potential:** GS-09

**Promotion Potential Explanation:** Position is at full performance level.

**Duty Location(s):** **FEW** in Washington DC, DC, US

**Telework Eligible:** Yes

**For More Info:** Michael Lowery  
202-227-5396  
Michael.Lowery@gsa.gov

## Overview

**Hiring Path:**

- Individuals with disabilities
- Competitive service
- Career transition (CTAP, ICTAP, RPL)
- Land & base management
- Military spouses
- Family of overseas employees
- Peace Corps & AmeriCorps VISTA
- Special authorities
- Veterans

**Who May Apply/Clarification From the Agency:** Your application will be considered if you are a nationwide: Current career/career-conditional Federal employee in the competitive service; Reinstatement eligible; Special Appointing Authority eligible; VEOA eligible Veteran; ICTAP eligible; or OPM Interchange Agreement eligible.

**Security Clearance Required:** Not Required

**Appointment Type** Permanent

**Marketing:** [About the Agency](#)

**Summary:** The position is located in the Office of General Counsel (OGC). The incumbent serves as a Paralegal Specialist and is responsible for conducting research of facts, laws, regulations, and legal precedents on questions concerning legal problems, cases or proposals.

**Location of position:** 1800 F Street, NW, Washington, DC 20405

**Supervisory Position:** No

**Relocation Expenses Reimbursed:** **No**

**Travel Required:** Occasional Travel  
Occasional travel may be required for meetings/training.

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## Duties

As a Paralegal Specialist, the incumbent is called upon to perform a range of duties in support of the Freedom of Information Act (FOIA) practice in the Office of General Counsel.

- Provides legal support to attorneys and Freedom of Information Act (FOIA) Requester Service Center ("FOIA Office") in responding to FOIA requests and other matters.
- Reviews documents for correct form, proper use of FOIA exemptions, and consistency of redactions.
- Assists attorneys and FOIA Office in tracking and responding to FOIA requests in a timely and efficient manner.
- Develops and maintains accurate accounting and efficient management of incoming FOIA requests and outgoing responses.
- Assists in proper routing of incoming FOIA requests, including appropriate consultation with the FOIA Office, FOIA attorneys, program counsel, subject matter experts, and other agencies, as required.

- Establishes and maintains a system for FOIA case files, systems of legal records, compiling workload and status reports, and closing cases.
- Researches court decisions and prepares summaries on major FOIA litigation trends for purposes of evaluating what, if any, impact the decision may have on GSA's FOIA program.
- Assists in preparing and conducting FOIA training, to include legal requirements and GSA processes and use of electronic databases and tools.

We are currently filling one vacancy, but additional vacancies may be filled as needed.

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## Qualifications and Evaluations

**Requirements:** If selected, you must meet the following conditions:

- Receive authorization from OPM on any job offer you receive, if you are or were (within the last 5 years) a **political** Schedule A, Schedule C or Non-Career SES employee in the Executive Branch.
- Serve a one year probationary period, if required.
- Undergo and pass a background investigation (Tier 2 investigation level).
- Serve a one year supervisory or managerial probationary period, if required
- Have your identity and work status eligibility verified if you are not a GSA employee. We will use the Department of Homeland Security's e-Verify system for this. Any discrepancies must be resolved as a condition of continued employment.

- Key Requirements:**
- US Citizenship or National (Residents of American Samoa and Swains Island)
  - Meet all eligibility criteria within 30 days of the closing date
  - Meet time-in-grade within 30 days of the closing date, if applicable
  - Register with the Selective Service if you are a male born after 12/31/1959
  - Direct Deposit of salary check to financial organization required.

**Education Requirements:** Note: If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education. For further information, visit:  
<https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

**Evaluations:** You will be scored on the questions you answer during the application process, which will measure your possession of the following competencies or knowledge, skills, and abilities. Your responses to these questions must be supported by your resume or your score may be lowered.

1. Knowledge of basic legal principles and concepts, and the Freedom of Information Act (FOIA) sufficient to perform recurring case development and documentation assignments, typically covered by established precedents.
2. Knowledge of the Freedom of Information Act work of the agency, sufficient to develop systems to monitor and control case processing and to prepare work progress reports.
3. Knowledge of the FOIA litigation activities of OGC sufficient to relate them to research of court decisions for possible impact.
4. Ability to communicate effectively, orally and in writing, to prepare effective summaries, and deliver instruction to various audiences.

Additional assessments may be used, and, if so, you will be provided with further instructions.

If you are eligible under Interagency Career Transition Assistance Plan or GSA's Career Transition Assistance Plan ([ICTAP/CTAP](#)), you must receive a score of 85 or higher to receive priority.

**Qualifications:** For each job on your resume, provide:

- the exact dates you held each job (from month/year to month/year)
- number of hours per week you worked (if part time).

If you have volunteered your service through a National Service program (e.g., Peace Corps, Americorps), we encourage you to apply and include this experience on your resume.

For a brief video on creating a Federal resume, click [here](#).

The GS-09 salary range starts at \$60,129 per year. If you are a new federal employee, your starting salary will likely be set at the Step 1 of the grade for which you are selected.

To qualify, you must:

1. Have at least one year of specialized experience equivalent to the GS-07 grade level in the Federal service as defined below; OR,
2. Have a master's degree or equivalent graduate degree, OR,
3. Have 2 full years of progressively higher level graduate education leading to such a degree; OR,
4. Have a LL.B. or J.D. degree.

To qualify, you must have at least one year of specialized experience equivalent to the **GS-07** level or higher in the Federal service.

**SPECIALIZED EXPERIENCE:**

**Specialized experience** is one year of experience equivalent to the GS-07 in the Federal service. Specialized experience is defined as experience assisting attorneys in preparing information and documents to support discovery and trial preparation; setting up files, both electronic and paper to manage cases, legal opinions, and other matters; and assembling, compiling and summarizing comprehensive legal reference materials and data for use in answering questions and indexes such materials; and compiling legal research relating to court decisions, regulations, statutes, Executive Orders, and other documents.

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## Benefits and Other Info

**Benefits URL:** [Review our Benefits](#)

**Agency Benefits:** You will have access to many [benefits](#) including:

- Health insurance (choose from a wide range of plans)
- Life insurance coverage with several options
- Sick leave and vacation time, including 10 paid holidays per year
- Thrift Savings Plan (similar to a 401(k) plan)
- Flexible work schedules
- Transit and child care subsidies
- Flexible spending accounts
- Long-term care insurance
- Training and development

**Other Information:** **Bargaining Unit Status**

Bargaining Unit status: Non applicable

**Promotion Policy**

If you are selected at a grade lower than the full performance level, you may be promoted up to that grade level without having to re-apply or compete against other applicants.

**Relocation Not Paid**

Relocation-related expenses are not approved and will be your responsibility.

**Travel – May be approved**

Travel expenses associated with interviews may be approved. Determinations will be made on a case-by-case basis.

#### Recruitment/Relocation Incentive

On a case-by-case basis, the following incentives may be approved:

- Recruitment incentive if you are new to the federal government
- Credit toward vacation leave if you are new to the federal government

#### Management Rights

Selected applicants may qualify for credit toward annual leave accrual based on prior non-Federal work experience or uniformed service experience.

We are currently filling one vacancy, but additional vacancies may be filled through this announcement in this or other GSA organizations within the same commuting area, as needed; through other means; or not at all.

This is not a full-time telework position. The selectee will be expected to report to the duty location stated in this announcement.

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## How to Apply

**How to Apply:** Submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the announcement. You can modify or complete your application any time before the deadline. Simply return to USAJOBS, select the vacancy, and update your application. For more detailed instructions on how to apply, click here: [Apply for a GSA Job](#).

To begin, click the **Apply Online** button on the vacancy announcement.

- Sign in or register on USAJobs and select a resume and documents to include in your application.
- Once you have clicked **Apply for this position now**, you will be taken to the GSA site to complete the application process.
- Click the **Apply To This Vacancy** and complete all steps in the application process until the Confirmation indicates your application is complete. **If you click *Return to USAJobs* or get timed out prior to receiving confirmation, your application will not be submitted and cannot be considered for this job.**
- **Note:** Review the *REQUIRED DOCUMENTS* section of this announcement to determine which apply to you and must be submitted online. You may choose one or more of the following options to submit your document(s): **Upload** (from your computer); **USAJOBS** (click the "USAJOBS" link to complete the transfer process) or **FAX** (read the "Fax instructions" provided prior to printing the Fax Cover Sheet and faxing your information).

**Need Assistance in Applying?** Contact the HR representative listed on the announcement prior to the application deadline. We are available to assist you Monday-Friday during normal business hours. You must receive HR approval before deviating from these instructions. **Be sure to APPLY EARLY as most assessments must be completed fully and submitted before the announcement closing.**

**Required Documents:** ALL required documents must be submitted before the closing date. Review the following list to determine what you need to submit.

Note: If required to submit an **SF-50** (Notice of Personnel Action), an equivalent agency Notice of Personnel Action form is acceptable. Such document(s) must show all of the following: effective date, position, title, series, grade, and rate of basic pay, tenure group 1 (career) or 2 (career-conditional), position occupied group, and name of agency. If you are a GSA employee (except in the OIG), you are not required to submit an SF-50.

**If you are a 30% or more disabled veteran, VEOA or VRA applicant or qualified spouse, widow/widower, or parent:**

**(a)** Copy of your Certificate of Release or Discharge From Active Duty, DD-214 that shows the dates of your active duty service. If selected, a DD-214 showing your type of discharge (member 4 copy) will be required prior to appointment.

**(b)** If you are a disabled veteran, or are applying under VRA or VEOA as a spouse, widow/widower, or parent of a veteran, submit both of the following in addition to the DD-214: (1) completed [SF-15](#) form; and (2) proof of your entitlement (refer to [SF-15](#) for complete list).

**If you are active duty military-** Certification on a letterhead from your military branch that includes your rank, character of service (must be under honorable conditions) & military service dates including discharge/release date (must be no later than 120 days after the date the certification is submitted).

**If you are a current Federal employee or [Reinstatement Eligible](#):** Submit your latest SF-50.

If you are eligible under an [Interchange Agreement](#): Submit your latest SF-50.

If you are a [former Peace Corp or VISTA volunteer](#): Submit your Description of Service.

If you are a [current or former Land Management Agency Employee](#) - Submit a and b:

(a) one or more SF-50s, including your most recent one that shows you were on a competitive time-limited appointment(s) with a Land Management Agency and served on the appointment for a period(s) totaling more than 24 months without a break of 2 or more years.

(b) Copy of your agency's annual performance appraisal(s) or written reference(s) from a supervisor at the agency verifying satisfactory performance during your appointment(s).

If you have a disability: Submit proof of eligibility. For information on eligibility and required documentation, refer to USAJOBS's [People With Disabilities](#) page.

If you are applying under another special appointment authority: Submit proof of your eligibility under the appropriate appointment authority. See USAJOBS's [Resource Center](#) for more information.

If you are [ICTAP/CTAP](#) eligible - submit a, b, and c: (a) proof of eligibility including agency notice; (b) SF-50, and (c) most recent performance appraisal.

If you are a current or former political appointee: Submit your SF-50.

**College transcripts:** If you are using some or all of your college education to meet qualification requirements for this position, you must submit a photocopy of your college transcript(s). If selected, an official transcript will be required prior to appointment. For education completed outside the United States, also submit a valid foreign credential evaluation that substantiates possession of the required education.

**Next Steps:** After the closing date/deadline:

1. **ELIGIBILITY/QUALIFICATIONS:** Your application will be reviewed for all requirements.
2. **REFERRAL TO MANAGEMENT:** If you meet all the requirements, you may be referred to management for review and a possible interview.
3. **SELECTION/TENTATIVE JOB OFFER:** If you are selected, you will receive a tentative offer and start the suitability and/or security background investigation process.
4. **FINAL JOB OFFER:** Once our security office determines you can come on board, you will be given a final offer, which is typically 40 days after the announcement closes.
5. **FINAL COMMUNICATION:** Once the position is filled, we will notify you of your status. You may also check your status by logging into USAJOBS. Go to My USAJOBS and then to Applications.

**Thank you for your interest in working for U.S. General Services Administration!**

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This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).

# "1406008LTOTR" Vacancy Details

## About

**Announcement Number:** 1406008LTOTR

**Hiring Agency:** GSA, Office of General Counsel

**Position Title:** Paralegal Specialist

**Open Period:** 12/19/2013 - 12/30/2013  
Format MM/DD/YYYY

**Series/Grade:** GS - 0950E 07

**Salary:** USD \$38,790 - USD \$50,431

**Work Schedule:** Full-time - Full-time

**Promotion Potential:** GS-12

**Duty Location(s):** FEW in Kansas City, MO, US

**Telework Eligible:** No

**For More Info:** Lisa Tittle  
816-823-1471  
lisa.tittle@gsa.gov

## Overview

### Who May Apply/Clarification From the Agency:

1. Graduates receiving a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution within the past 2 years or after 12/27/2010.
2. Preference eligible veterans precluded from applying due to military service obligation may apply up to 2 years from the date of discharge/release from active duty, but no more than 6 years after the date educational requirements are met.

**Security Clearance Required:** Other

**Appointment Type** Recent Graduates

**Appointment Type Details:** Permanent

**Marketing Statement:** Take your career to the next level at the U.S. General Services Administration (GSA). GSA is a diverse federal agency that delivers the best value in real estate, acquisition, and technology services to government and the American people. We manage approximately 350 million square feet of buildings and work spaces, and a third of the federal government's fleet of vehicles, with a focus on efficiency and sustainability. A vast amount of goods and services flow through our schedules program, credit cards, travel services, and more. With employment opportunities as diverse as the services we provide, GSA is a great place to start, build, and expand your career.

### Summary:

GSA has been repeatedly named by the [Partnership for Public Service](#) as one of the 'Best Places to Work in the Federal Government'. As a Paralegal Specialist, you will provide legal assistance to attorneys in maintaining an effective tort management program for the Regional Counsel's office.

Location: Office of the General Counsel, Heartland Region (LD6), Kansas City, MO.

GSA offers its employees a wide range of [benefits](#) including:

- Federal health insurance plans (choose from a wide range of plans)
- Life insurance coverage with several options to choose from
- Leave policies to help you take care of your personal, recreational, and health care needs
- Thrift Savings Plan (similar to a 401(k) plan)
- Flexible work schedules and telework
- Transit and child care subsidies
- Training and development

This position is being announced under the Pathways Recent Graduates Program. This program affords developmental experiences in the Federal Government intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs. Successful applicants are placed in a dynamic, developmental program with the potential to lead to a civil service career in the Federal Government. The program lasts for 1 year (unless the training requirements of the position warrant a longer and more structured training program). Additional information about the Recent Graduates Program can be found at <http://www.opm.gov/HiringReform/Pathways/program/graduates/>

At this time we are only filling one vacancy, however additional vacancies may be filled from this announcement as needed.

**Supervisory Position:** No

**Relocation Expenses Reimbursed:** No

**Travel Required:** Occasional Travel  
Occasional travel is required

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## Duties

As a Paralegal Specialist, you will assist the Regional Counsel's staff in maintaining an effective tort management program. As such, you will be responsible for the following:

- Reviewing case materials to become familiar with questions under consideration
- Searching for and summarizing relevant articles in law reviews, published studies, financial reports, and similar materials for use by attorneys in the preparation of opinions, briefs, and other legal documents
- Preparing digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in the areas of well-defined and settled points of law
- Interviewing potential witnesses and preparing summary interview reports for the attorney's review
- Participating in pre-trial witness conferences
- Preparing and organizing trial exhibits
- Verifying citations and legal references on prepared legal documents
- Preparing summaries of testimony and depositions

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## Qualifications and Evaluations

**Requirements:** If selected, you must meet the following conditions:

- Serve a one year probationary period (unless you have previously satisfied this requirement).
- Be able to make a direct deposit of your salary check to a financial organization.
- Males born after December 31, 1959 and who are at least 18 years of age must have registered with the Selective Service.
- Complete a "Declaration of Federal Employment" (OF-306) to determine suitability for Federal employment.
- Undergo a background security investigation and receive a favorable adjudication.
- If you are not a current GSA employee, you must complete the Department of Homeland Security (DHS) Form I-9 to determine identity and employment (work status) eligibility. GSA will verify the information through the DHS e-Verify automated system. Any identified discrepancies must be resolved as a condition of continued employment.

- Key Requirements:**
- Apply online (See How to Apply section.)
  - U.S. Citizenship or National
  - Signed participant agreement is required for employment under this Program.

**Education Requirements:**

Qualifying educational institutions/program for Recent Graduate Program include: a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution within the past 2 years or after 12/27/2010. Preference eligible veterans precluded from applying due to military service obligation may apply up to 2 years from the date of discharge/release from active duty, but no more than 6 years after the date educational requirements are met. Applicants may refer to the U.S. Department of Education's Institutional Accreditation System to determine whether their school/program is accredited: <http://ope.ed.gov/accreditation/Search.aspx>.

A post-secondary certificate program must have been completed at a qualifying educational institution equivalent to at least 1 academic year of full-time study that is part of an accredited college-level, technical, trade, vocational, or business school curriculum.

Education completed outside of the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be acceptable for Federal employment. See OPM's [General Policies](#) for information on crediting education.

**Evaluations:** The [Category Rating](#) procedure is being used to rate candidates. If you are found qualified for the position, your responses to the self assessment vacancy questions will be used to place you in one of the following categories: Qualified, Well Qualified, Best Qualified. Your responses to the vacancy questions must be supported by your resume or the Human Resources Specialist may adjust your responses lower. Within these categories, applicants eligible for veterans' preference will receive selection priority over non-veterans. Appropriate documentation must be received to adjudicate veterans' preference.

You will be evaluated on the vacancy related questions that were designed to assess your overall possession of the following competencies/knowledge, skills, and abilities:

- Practical knowledge of the principles, concepts, methods and legal sources necessary to perform legal research and analysis to identify relevant case law, legal decisions and opinions.
- Knowledge of available legal software programs.
- Knowledge of various state and federal statutes, reference systems, manuals, and directives pertaining to the region, court or administrative decisions, Federal laws, rules, regulations, policies, and procedures, including knowledge pertinent to tort claims acts.
- Ability to coordinate legal matters and actions with other Federal agencies.
- Skill in both verbal and written communication in order to correspond with government officials, private and Department of Justice attorneys, insurance representatives, accident victims, police officers and investigators.

A variety of assessments/assessment tools may be used to evaluate candidates for specific vacancies covered by this announcement. Candidates will be notified when further assessments are implemented and provided with instructions on how to access and complete the assessment(s). Be sure to APPLY EARLY as most assessments must be completed fully and submitted before the announcement closing.

**Qualifications:**

The **GS-7** salary range starts at \$38,790 per year, if you meet the following qualifications. You must meet all qualification and eligibility requirements within 30 days of the closing date of this announcement.

To qualify, you must have one year of specialized experience equivalent to the GS-05 level or higher in the Federal service. Specialized experience is experience assisting in the activities of a law office by researching information, reviewing legal files to obtain pertinent information at the request of attorneys, entering data concerning legal matters into computer databases, and preparing routine correspondence or form letters relating to legal matters.

OR Superior Academic Achievement (SAA) at the baccalaureate level is fully qualifying at the GS-7 level. For information on what constitutes SSA, refer to Section 4-F at the following OPM Website: [General Policies](#)

OR Have a combination of graduate level education and appropriate experience that together meet the qualification requirements of this position

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## Benefits and Other Info

**Benefits:** GSA offers a comprehensive benefits package. To explore the major benefits offered to most Federal employees, see [Benefits](#).

**Other Information:**

Bargaining Unit status: This position is not covered under a bargaining unit.

If you are selected for this position at a grade lower than the full performance level, you may be promoted up to that grade level without further competition in accordance with all applicable regulations. However, promotions are not guaranteed and are dependent on performance.

Travel, transportation, and relocation expenses are not authorized for this position. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the successful applicant.

Additional vacancies may be filled from this announcement as needed. This vacancy announcement does not preclude filling this position by other means. Management also has the right not to fill the position.

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## How to Apply

**How to Apply:** You must submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the Announcement. Errors or omissions may result in your not being considered for this vacancy. A description of the online process is provided below. For more information on applying for a GSA vacancy, please visit [Applying for a GSA Job](#).

1. **To begin, click Apply Online to create a USAJOBS account or log in to your existing account.** Follow the prompts to select your USAJOBS resume and/or other supporting documents. Once you have completed this step, select "Apply for this Position Now!"
2. **Complete your personal information within GSAJobs.** Once you've been redirected to GSA's automated system, follow the prompts to create, review, or update your personal information. This information is used to determine your eligibility to apply for this position so be sure that it is up to date.
3. **Respond to all of the vacancy specific questions.**
4. **Submit any required documents.** A "Vacancy Documents" page is automatically displayed by the GSAJobs system. Review the Required Documents section of this announcement to determine which apply to you. You may choose one of the following options to submit your document(s): Upload; USAJOBS, or FAX. We strongly recommend you read the "Fax Instructions" provided on the Document Manager page prior to printing the Fax Cover Sheet and faxing your information.
5. **Respond to any Additional Assessment Questions.** If you are presented with additional assessment questions, be sure to respond to them or you may not be considered.
6. **Click the "FINISH" button.** Finally, you'll receive an Application Review Page which allows you to review the information that will be submitted. You can save a copy of your application by selecting the 'Save PDF' button. Then, YOU MUST CLICK THE 'FINISH' BUTTON



to complete and submit your application.

Note: If you cannot complete any part of the application process listed above, contact the Human Resources Office/representative listed on the announcement prior to the announcement deadline for instructions on how to proceed. Be sure to receive prior HR approval to deviate from these instructions so that your application will be considered.

#### Required Documents:

Please review the following to determine which documents you must submit in order to complete your application:

**Proof of Recent Graduate Status:** Applicants must provide documentation of completion within the previous 2 years of a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution.\*

NOTE: Veterans precluded from applying within the two-year window due to a military service obligation, must provide documentation of discharge or release from military service within the previous 2 years and completion of satisfactory degree or certificate program within the previous 6 years.

\*Due to a regulatory exception, those who completed these educational requirements after December 27, 2010 will receive consideration through July 10, 2014.

**Veterans:** In order to be considered as a 5-point preference eligible, you must submit a copy of your Certificate of Release or Discharge From Active Duty, DD-214. Your DD-214 must show the type of discharge and dates of active duty (member 4 copy). If you are claiming 10-point preference, you must submit the following in addition to the DD-214: (1) completed [SF-15](#) form; and (2) proof of your entitlement to this preference. A list of documents which serve as acceptable proof of entitlement is indicated on the SF-15 form. **Active Duty Military Personnel:** In lieu of the DD-214, active duty service members may submit a written document from the armed forces certifying that they expect to be discharged or released under honorable conditions not later than 120 days after the date the certification is signed.

**College Transcripts:** You MUST submit a photocopy of your college transcript(s) in order to be considered for this position. If your application does not include a copy of your college transcripts, it will be considered incomplete and your application will be disqualified.

- Transcripts must indicate the name of your college or university
- Transcripts must indicate the date your degree was awarded
- For education completed outside the United States, also submit a valid foreign credential evaluation that substantiates possession of the required education. See OPM's [General Policies](#) for information on crediting education.

If selected, an official/sealed transcript will be required prior to appointment.

Superior Academic Achievement: Provide a copy of your college transcript(s) if you are using education to meet all or part of the qualification requirements for this announcement. If selected, an official/sealed transcript will be required prior to appointment. Additionally, submit proof of class rank or Honor Society membership if you are using those provisions to qualify. For education completed outside the United States, also submit a valid foreign credential evaluation that substantiates possession of the required education. See OPM's [General Policies](#) for information on crediting education.

#### Next Steps:

If your application is complete, we will review your application to ensure you meet the basic qualification requirements. We will further evaluate each applicant who meets the basic qualifications on the knowledge, skills, abilities, and/or competencies required of the position. Candidates in the highest quality category will be referred to the hiring manager for further consideration and possible interview. After making a tentative job offer, we will conduct a suitability and/or security background investigation. A final job offer for this position is typically made within 40 days after the deadline for applications.

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# "1406017LTMP" Vacancy Details

## About

**Announcement Number:** 1406017LTMP

**Hiring Agency:** GSA, Office of General Counsel

**Position Title:** Paralegal Specialist

**Open Period:** 02/11/2014 - 02/21/2014  
Format MM/DD/YYYY

**Series/Grade:** GS - 0950E 07

**Salary:** USD \$39,179 - USD \$50,932

**Work Schedule:** Full-time - Full-time

**Promotion Potential:** GS-12

**Duty Location(s):** **FEW** in Kansas City, MO, US

**Telework Eligible:** No

**For More Info:** Lisa Tittle  
816-823-1471  
lisa.tittle@gsa.gov

## Overview

**Who May Apply/Clarification From the Agency:** A. Applicants residing in Kansas City, MO commuting area and are:

- Current career/career-conditional Federal employees;
- Reinstatement eligibles; or
- [Special Appointing Authority](#) eligibles

OR  
B. [VEOA](#) eligible Veterans.

**Security Clearance Required:** Other

**Appointment Type** Permanent

**Appointment Type Details:** Permanent

**Marketing Statement:** Take your career to the next level at the U.S. General Services Administration (GSA). GSA is a diverse federal agency that delivers the best value in real estate, acquisition, and technology services to government and the American people. We manage approximately 350 million square feet of buildings and work spaces, and a third of the federal government's fleet of vehicles, with a focus on efficiency and sustainability. A vast amount of goods and services flow through our schedules program, credit cards, travel services, and more. With employment opportunities as diverse as the services we provide, GSA is a great place to start, build, and expand your career.

**Summary:** [GSA](#) has been repeatedly named by the [Partnership for Public Service](#) as one of the 'Best Places to Work in the Federal Government'.

As a Paralegal Specialist, you will assist the Regional Counsel and staff in maintaining an effective tort management program.

Location:  
Office of General Counsel, Heartland Region  
1500 E. Bannister Rd.  
Kansas City, MO

GSA offers its employees a wide range of [benefits](#) including:

- Federal health insurance plans (choose from a wide range of plans)
- Life insurance coverage with several options to choose from
- Leave policies to help you take care of your personal, recreational, and health care needs
- Thrift Savings Plan (similar to a 401(k) plan)
- Flexible work schedules and telework
- Transit and child care subsidies
- Training and development

At this time we are only filling one vacancy, however additional vacancies may be filled from this announcement as needed.

**Supervisory Position:** No

**Relocation Expenses Reimbursed:** **No**

**Travel Required:** Occasional Travel  
Occasional Travel

## Duties

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As a Paralegal Specialist in the Heartland Region, you will provide legal assistance to attorneys. Some of your primary responsibilities will include:

- Assist in maintaining an effective tort management program for the Regional Counsel's office
- Perform basic legal analyses and research; investigate and obtain facts/evidence relevant to less complex, limited scope claims; reconciles conflicting policies, evidence and facts; and investigate select claims and provide recommendations on government liability for the review of others in the office
- Prepare preliminary draft responses to complaints and court motions for the U.S. Attorney's review and use
- Provide basic litigation support services for the office's attorneys
- Review legal opinions of the government's disposable real property interests

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## Qualifications and Evaluations

**Requirements:** If selected, you must meet the following conditions:

- Serve a one year probationary period (unless you have previously satisfied this requirement).
- Be able to make a direct deposit of your salary check to a financial organization.
- Males born after December 31, 1959 must have registered with the Selective Service
- Complete a "Declaration of Federal Employment" (OF-306) to determine suitability for Federal employment.
- Undergo a background investigation and receive a favorable adjudication.
- If you are not a current GSA employee, you must complete the Department of Homeland Security (DHS) Form I-9 to determine identity and employment (work status) eligibility. GSA will verify the information through the DHS e-Verify automated system. Any identified discrepancies must be resolved as a condition of continued employment.

- Key Requirements:**
- Apply online (See How to Apply section.)
  - U.S. Citizenship or National
  - Meet time-in-grade requirements within 30 days of closing date

### Education Requirements:

#### Evaluations:

If you are found qualified for the position, your responses to the self-assessment vacancy questions will be used to assign a numerical score. If your responses to the vacancy questions are not supported by your resume then your score may be adjusted lower by the Human Resources Specialist. Scores are not augmented by Veteran's preference points for this type of announcement (Merit Promotion).

You will be evaluated on the vacancy related questions that were designed to assess your overall possession of the following competencies/knowledge, skills, and abilities:

- Practical knowledge of the principles, concepts, methods and legal sources necessary to perform legal research and analysis to identify relevant case law, legal decisions and opinions.
- Knowledge of available legal software programs.
- Knowledge of various state and federal statutes, reference systems, manuals, and directives pertaining to the region, court or administrative decisions, Federal laws, rules, regulations, policies, and procedures, including knowledge pertinent to tort claims acts.
- Ability to coordinate legal matters and actions with other Federal agencies.
- Skill in both verbal and written communication in order to correspond with government officials, private and Department of Justice attorneys, insurance representatives, accident victims, police officers and investigators.

A variety of assessments/assessment tools may be used to evaluate candidates for specific vacancies covered by this announcement. Candidates will be notified when further assessments are implemented and provided with instructions on how to access and complete the assessment(s). Be sure to APPLY EARLY as most assessments must be completed fully and submitted before the announcement closing.

If you are an Interagency Career Transition Assistance Plan eligible or a GSA Career Transition Assistance eligible, you must be considered well qualified (minimum score of 85) to receive priority. [ICTAP/CTAP](#)

This position is a Luevano-covered position. VEOA eligible applicants who wish to be considered at the GS-5 and GS-7 grade levels must take and pass the Administrative Careers With America (ACWA) written exam as part of the qualifications/rating process. Once assessed, the VEOA applicant is evaluated in the method described above.

**Qualifications:** The **GS-7** salary range starts at **\$38,790** per year, if you meet the following qualifications. You must meet all qualification and eligibility requirements within 30 days of the closing date of this announcement.

To qualify, you must have one year of specialized experience equivalent to the GS-05 level or higher in the Federal service. Specialized experience is experience assisting in the activities of a law office by researching information, reviewing legal files to obtain pertinent information at the request of attorneys, entering data concerning legal matters into computer databases, and preparing routine correspondence or form letters relating to legal matters.

OR Superior Academic Achievement (SAA) at the baccalaureate level is fully qualifying at the GS-7 level. For information on what constitutes SSA, refer to Section 4-F at the following OPM Website: [General Policies](#)

OR Have a combination of graduate level education and appropriate experience that together meet the qualification requirements of this position

NOTE: Qualifications are based on length and level of experience. Therefore, in addition to describing duties performed, applicants must provide the exact dates of each period of employment (from month/year to month/year) and the number of hours per week if part time. Qualification determinations cannot be made when resumes do not include the required information, so failure to provide this information may result in disqualification. For a brief video on How to Create a Federal Resume, click [here](#).

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## Benefits and Other Info

**Benefits:** GSA offers a comprehensive benefits package. To explore the major benefits offered to most Federal employees, see [Benefits](#).

**Other Information:** Bargaining Unit status: This position is not included in a bargaining unit.

If you are selected for this position at a grade lower than the full performance level, you may be promoted up to that grade level without further competition in accordance with all applicable regulations. However, promotions are not guaranteed and are dependent on performance.

Travel, transportation, and relocation expenses are not authorized for this position. Any travel, transportation, and relocation expenses

associated with reporting for duty in this position will be the responsibility of the successful applicant.

GSA may pay a recruitment incentive to a newly-appointed employee; a relocation incentive to a current employee; or offer annual leave service credit to an applicant with related non-federal or uniformed services work experience. Determinations to pay/allow incentives will be made on a case-by-case basis, subject to funding availability and documentation that the position is "hard-to-fill".

The Career Intern Development System (CIDS) will apply if a selection is made at either the GS-05 or GS-07 levels. The CIDS program provides for developmental assignments in order to develop the knowledge, skills, and abilities required to perform the duties of the position.

Additional vacancies may be filled from this announcement as needed. This vacancy announcement does not preclude filling this position by other means. Management also has the right not to fill the position.

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## How to Apply

**How to Apply:** You must submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the Announcement. Errors or omissions may result in your not being considered for this vacancy. A description of the online process is provided below. For more information on applying for a GSA vacancy, please visit [Applying for a GSA Job](#).

**1. To begin, click Apply Online to create a USAJOBS account or log in to your existing account.** Follow the prompts to select your USAJOBS resume and/or other supporting documents. Once you have completed this step, select "Apply for this Position Now!"

**2. Complete your personal information within GSAjobs.** Once you've been redirected to GSA's automated system, follow the prompts to create, review, or update your personal information. This information is used to determine your eligibility to apply for this position so be sure that it is up to date.

**3. Respond to all of the vacancy specific questions.**

**4. Submit any required documents. A "Vacancy Documents" page is automatically displayed by the GSAjobs system.** Review the Required Documents section of this announcement to determine which apply to you. You may choose one of the following options to submit your document(s): Upload; USAJOBS, or FAX. We strongly recommend you read the "Fax Instructions" provided on the Document Manager page prior to printing the Fax Cover Sheet and faxing your information.

**5. Respond to any Additional Assessment Questions.** If you are presented with additional assessment questions, be sure to respond to them or you may not be considered.

**6. Click the "FINISH" button.** Finally, you'll receive an Application Review Page which allows you to review the information that will be submitted. You can save a copy of your application by selecting the 'Save PDF' button. Then, YOU MUST CLICK THE 'FINISH' BUTTON to complete and submit your application.

Note: If you cannot complete any part of the application process listed above, contact the Human Resources Office/representative listed on the announcement prior to the announcement deadline for instructions on how to proceed. Be sure to receive prior HR approval to deviate from these instructions so that your application will be considered.

**Required Documents:** Please review the following to determine which documents you must submit in order to complete your application.

[ICTAP/CTAP](#) Eligibles: Submit proof of eligibility including agency notice; SF-50, Notification of Personnel Action (or similar agency form); and most recent performance rating.

[VEOA applicants, VRA applicants, and 30% or More Disabled Veterans](#): You must submit a copy of your Certificate of Release or Discharge From Active Duty, DD-214 that shows the dates of your active duty service. If selected, a DD-214 showing your type of discharge (member 4 copy) will be required prior to appointment. If you are a disabled veteran, or are applying under VRA or VEOA as a spouse, widow/widower, or mother of a veteran, you must submit the following in addition to the DD-214: (1) completed [SF-15](#) form; and (2) proof of your entitlement. A list of documents which serve as acceptable proof of entitlement is indicated on the SF-15 form.

**Active Duty Military Personnel-** In lieu of the DD-214, active duty service members may submit a written document from the armed forces certifying that they expect to be discharged or released under honorable conditions not later than 120 days after the date the certification is signed. This document must include rank, dates of active duty service, and type of discharge.

**Current Federal Employees or [Reinstatement](#) Eligibles, or those eligible under [Interchange Agreements](#):** Submit your latest SF-50 or similar agency form that shows the position, title, series, grade and rate of basic pay as well as Tenure Group 1 (Career) or 2 (Conditional). Note: GSA employees (except for OIG employees) are not required to submit a SF-50. This document will be used to determine your eligibility to be considered under this announcement.

**People With Disabilities:** Submit proof of eligibility and certification of job readiness. Select the link [People With Disabilities](#) for information on eligibility and documentation required.

**Applicants Applying Under Other Appointment Authorities:** Submit proof of your eligibility under the appropriate appointment authority. See USAJOBS's [Resource Center](#) for more information.

**Superior Academic Achievement:** If you are claiming to qualify under Superior Academic Achievement, provide a copy of all college transcripts including all coursework. If selected, an official/sealed transcript will be required prior to appointment. Additionally, submit proof of class rank or Honor Society membership if you are using those provisions to qualify. For education completed outside the United States, submit a valid foreign credential evaluation. See OPM's [General Policies](#) for information on crediting education.

**Next Steps:** If your application is complete, we will review your application to ensure you meet the basic qualification requirements. We will further evaluate each applicant who meets the basic qualifications on the knowledge, skills, abilities, and/or competencies required of the position. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. After making a tentative job offer, we will conduct a suitability and/or security background investigation. A final job offer for this position is typically made within 40 days after the deadline for applications.

Thank you for your interest in working for U.S. General Services Administration!

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Questions, Comments, or Feedback can be directed to [GSAjobs@gsa.gov](mailto:GSAjobs@gsa.gov)

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[GSA.gov](https://gsa.gov) | [GSA Jobs](#)

This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).

# "1406039LTMP" Vacancy Details

## About

**Announcement Number:** 1406039LTMP

**Hiring Agency:** GSA, Office of General Counsel

**Position Title:** Paralegal Specialist

**Open Period:** 06/18/2014 - 07/01/2014  
Format MM/DD/YYYY

**Series/Grade:** GS - 0950E 07

**Salary:** USD \$39,179 - USD \$50,932

**Work Schedule:** Full-time - Full-time

**Promotion Potential:** GS-12

**Duty Location(s):** **FEW** in Kansas City, MO, US

**Telework Eligible:** No

**For More Info:** Lisa Tittle  
816-823-1471  
lisa.tittle@gsa.gov

## Overview

**Who May Apply/Clarification From the Agency:** A. Applicants residing in the Kansas City, MO commuting area and are:

- Current career/career-conditional Federal employees;
- [Reinstatement](#) eligibles; or
- [Special Appointing Authority](#) eligibles

OR B. [VEOA](#) eligible Veterans.

**Security Clearance Required:** Other

**Appointment Type:** Permanent

**Appointment Type Details:** Permanent

**Marketing:** [About the Agency](#).

**Summary:** [GSA](#) has been repeatedly named by the [Partnership for Public Service](#) as one of the 'Best Places to Work in the Federal Government'.

As a Paralegal Specialist, you will assist the Regional Counsel and staff in maintaining an effective tort management program.

Location:  
Office of General Counsel, Heartland Region  
1500 E. Bannister Rd.  
Kansas City, MO

GSA offers its employees a wide range of [benefits](#) including:

- Federal health insurance plans (choose from a wide range of plans)
- Life insurance coverage with several options to choose from
- Leave policies to help you take care of your personal, recreational, and health care needs
- Thrift Savings Plan (similar to a 401(k) plan)
- Flexible work schedules and telework
- Transit and child care subsidies
- Training and development

At this time we are only filling one vacancy, however additional vacancies may be filled from this announcement as needed.

**Supervisory Position:** No

**Relocation Expenses Reimbursed:** **No**

**Travel Required:** Occasional Travel  
Occasional Travel

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## Duties

As a Paralegal Specialist in the Heartland Region, you will provide legal assistance to attorneys. Some of your primary responsibilities will include:

- Assist in maintaining an effective tort management program for the Regional Counsel's office
- Perform basic legal analyses and research; investigate and obtain facts/evidence relevant to less complex, limited scope claims; reconciles conflicting policies, evidence and facts; and investigate select claims and provide recommendations on government liability for the review of others in the office

- Prepare preliminary draft responses to complaints and court motions for the U.S. Attorney's review and use
- Provide basic litigation support services for the office's attorneys
- Review legal opinions of the government's disposable real property interests

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## Qualifications and Evaluations

- Requirements:** If selected, you must meet the following conditions:
- Serve a one year probationary period (unless you have previously satisfied this requirement).
  - Be able to make a direct deposit of your salary check to a financial organization.
  - Males born after December 31, 1959 must have registered with the Selective Service
  - Complete a "Declaration of Federal Employment" (OF-306) to determine suitability for Federal employment.
  - Undergo a background investigation and receive a favorable adjudication.
  - If you are not a current GSA employee, you must complete the Department of Homeland Security (DHS) Form I-9 to determine identity and employment (work status) eligibility. GSA will verify the information through the DHS e-Verify automated system. Any identified discrepancies must be resolved as a condition of continued employment.

- Key Requirements:**
- Apply online (See How to Apply section.)
  - U.S. Citizenship or National
  - Meet time-in-grade requirements within 30 days of closing date

### Education Requirements:

#### Evaluations:

If you are found qualified for the position, your responses to the self-assessment vacancy questions will be used to assign a numerical score. If your responses to the vacancy questions are not supported by your resume then your score may be adjusted lower by the Human Resources Specialist. Scores are not augmented by Veteran's preference points for this type of announcement (Merit Promotion).

You will be evaluated on the vacancy related questions that were designed to assess your overall possession of the following competencies/knowledge, skills, and abilities:

- Practical knowledge of the principles, concepts, methods and legal sources necessary to perform legal research and analysis to identify relevant case law, legal decisions and opinions.
- Knowledge of available legal software programs.
- Knowledge of various state and federal statutes, reference systems, manuals, and directives pertaining to the region, court or administrative decisions, Federal laws, rules, regulations, policies, and procedures, including knowledge pertinent to tort claims acts.
- Ability to coordinate legal matters and actions with other Federal agencies.
- Skill in both verbal and written communication in order to correspond with government officials, private and Department of Justice attorneys, insurance representatives, accident victims, police officers and investigators.

A variety of assessments/assessment tools may be used to evaluate candidates for specific vacancies covered by this announcement. Candidates will be notified when further assessments are implemented and provided with instructions on how to access and complete the assessment(s). Be sure to APPLY EARLY as most assessments must be completed fully and submitted before the announcement closing.

If you are an Interagency Career Transition Assistance Plan eligible or a GSA Career Transition Assistance eligible, you must be considered well qualified (minimum score of 85) to receive priority. [ICTAP/CTAP](#)

This position is a Luevano-covered position. Veterans eligible under the 30% or more disabled hiring authority and VEOA eligible applicants must take and pass the Administrative Careers With America (ACWA) online questionnaire as part of the qualifications/rating process. Once assessed, the 30% disabled veterans and VEOA applicants are evaluated in the method described above.

- Qualifications:** The **GS-7** salary range starts at **\$38,790** per year, if you meet the following qualifications. You must meet all qualification and eligibility requirements within 30 days of the closing date of this announcement.
- To qualify, you must have one year of specialized experience equivalent to the GS-05 level or higher in the Federal service. Specialized experience is experience assisting in the activities of a law office by researching information, reviewing legal files to obtain pertinent information at the request of attorneys, entering data concerning legal matters into computer databases, and preparing routine correspondence or form letters relating to legal matters.
- OR Superior Academic Achievement (SAA) at the baccalaureate level is fully qualifying at the GS-7 level. For information on what constitutes SSA, refer to Section 4-F at the following OPM Website: [General Policies](#)
- OR Have a combination of graduate level education and appropriate experience that together meet the qualification requirements of this position

NOTE: Qualifications are based on length and level of experience. Therefore, in addition to describing duties performed, applicants must provide the exact dates of each period of employment (from month/year to month/year) and the number of hours per week if part time. Qualification determinations cannot be made when resumes do not include the required information, so failure to provide this information may result in disqualification. For a brief video on How to Create a Federal Resume, click [here](#).

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## Benefits and Other Info

**Benefits URL:** [Review our Benefits](#)

**Other Information:** Bargaining Unit status: This position is not included in a bargaining unit.

If you are selected for this position at a grade lower than the full performance level, you may be promoted up to that grade level without further competition in accordance with all applicable regulations. However, promotions are not guaranteed and are dependent on performance.

Travel, transportation, and relocation expenses are not authorized for this position. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the successful applicant.

GSA may pay a recruitment incentive to a newly-appointed employee; a relocation incentive to a current employee; or offer annual leave service credit to an applicant with related non-federal or uniformed services work experience. Determinations to pay/allow incentives will be made on a case-by-case basis, subject to funding availability and documentation that the position is "hard-to-fill".



The Career Intern Development System (CIDS) will apply if a selection is made at either the GS-05 or GS-07 levels. The CIDS program provides for developmental assignments in order to develop the knowledge, skills, and abilities required to perform the duties of the position.

Additional vacancies may be filled from this announcement as needed. This vacancy announcement does not preclude filling this position by other means. Management also has the right not to fill the position.

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## How to Apply

**How to Apply:** You must submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the Announcement. Errors or omissions may result in your not being considered for this vacancy. A description of the online process is provided below. For more information on applying for a GSA vacancy, please visit [Applying for a GSA Job](#).

**1. To begin, click Apply Online to create a USAJOBS account or log in to your existing account.** Follow the prompts to select your USAJOBS resume and/or other supporting documents. Once you have completed this step, select "Apply for this Position Now!"

**2. Complete your personal information within GSAjobs.** Once you've been redirected to GSA's automated system, follow the prompts to create, review, or update your personal information. This information is used to determine your eligibility to apply for this position so be sure that it is up to date.

**3. Respond to all of the vacancy specific questions.**

**4. Submit any required documents. A "Vacancy Documents" page is automatically displayed by the GSAjobs system.** Review the Required Documents section of this announcement to determine which apply to you. You may choose one of the following options to submit your document(s): Upload; USAJOBS, or FAX. We strongly recommend you read the "Fax Instructions" provided on the Document Manager page prior to printing the Fax Cover Sheet and faxing your information.

**5. Respond to any Additional Assessment Questions.** If you are presented with additional assessment questions, be sure to respond to them or you may not be considered.

**6. Click the "FINISH" button.** Finally, you'll receive an Application Review Page which allows you to review the information that will be submitted. You can save a copy of your application by selecting the 'Save PDF' button. Then, YOU MUST CLICK THE 'FINISH' BUTTON to complete and submit your application.

Note: If you cannot complete any part of the application process listed above, contact the Human Resources Office/representative listed on the announcement prior to the announcement deadline for instructions on how to proceed. Be sure to receive prior HR approval to deviate from these instructions so that your application will be considered.

**Required Documents:** Please review the following to determine which documents you must submit in order to complete your application.

[ICTAP/CTAP](#) Eligibles: Submit proof of eligibility including agency notice; SF-50, Notification of Personnel Action (or similar agency form); and most recent performance rating.

[VEOA applicants, VRA applicants, and 30% or More Disabled Veterans](#): You must submit a copy of your Certificate of Release or Discharge From Active Duty, DD-214 that shows the dates of your active duty service. If selected, a DD-214 showing your type of discharge (member 4 copy) will be required prior to appointment. If you are a disabled veteran, or are applying under VRA or VEOA as a spouse, widow/widower, or mother of a veteran, you must submit the following in addition to the DD-214: (1) completed [SF-15](#) form; and (2) proof of your entitlement. A list of documents which serve as acceptable proof of entitlement is indicated on the SF-15 form.

**Active Duty Military Personnel-** In lieu of the DD-214, active duty service members may submit a written document from the armed forces certifying that they expect to be discharged or released under honorable conditions not later than 120 days after the date the certification is signed. This document must include rank, dates of active duty service, and type of discharge.

**Current Federal Employees or [Reinstatement](#) Eligibles, or those eligible under [Interchange Agreements](#):** Submit your latest SF-50 or similar agency form that shows the position, title, series, grade and rate of basic pay as well as Tenure Group 1 (Career) or 2 (Conditional). Note: GSA employees (except for OIG employees) are not required to submit a SF-50. This document will be used to determine your eligibility to be considered under this announcement.

**People With Disabilities:** Submit proof of eligibility and certification of job readiness. Select the link [People With Disabilities](#) for information on eligibility and documentation required.

**Applicants Applying Under Other Appointment Authorities:** Submit proof of your eligibility under the appropriate appointment authority. See USAJOBS's [Resource Center](#) for more information.

**Superior Academic Achievement:** If you are claiming to qualify under Superior Academic Achievement, provide a copy of all college transcripts including all coursework. If selected, an official/sealed transcript will be required prior to appointment. Additionally, submit proof of class rank or Honor Society membership if you are using those provisions to qualify. For education completed outside the United States, submit a valid foreign credential evaluation. See OPM's [General Policies](#) for information on crediting education.

**Next Steps:** If your application is complete, we will review your application to ensure you meet the basic qualification requirements. We will further evaluate each applicant who meets the basic qualifications on the knowledge, skills, abilities, and/or competencies required of the position. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. After making a tentative job offer, we will conduct a suitability and/or security background investigation. A final job offer for this position is typically made within 40 days after the deadline for applications.

Thank you for your interest in working for U.S. General Services Administration!

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This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).

# "1500080TCMP" Vacancy Details

## About

**Announcement Number:** 1500080TCMP

**Hiring Agency:** GSA, Civilian Board of Contract Appeals

**Position Title:** Paralegal

**Open Period:** 12/04/2014 - 12/17/2014  
Format MM/DD/YYYY

**Series/Grade:** GS - 0950A 09/11

**Salary:** USD \$52,146 - USD \$82,019

**Work Schedule:** Full-time - Full-time

**Promotion Potential:** GS-12

**Duty Location(s):** FEW Vacancies in  
Washington DC, DC, US

**Telework Eligible:** No

**For More Info:** Carol Lammering  
816-823-4900  
cp.talentcenter@gsa.gov

## Overview

**Who May Apply/Clarification From the Agency:**

1. Current career/career-conditional Federal employees
2. [Reinstatement](#) eligibles
3. [Special Appointing Authority](#) eligibles
4. [VEOA](#) eligible Veterans

**Security Clearance Required:** Public Trust - Background Investigation

**Appointment Type** Permanent

**Appointment Type Details:** Permanent

**Marketing:** [About the Agency](#).

**Summary:** [GSA](#) has been repeatedly named by the [Partnership for Public Service](#) as one of the 'Best Places to Work in the Federal Government'.

This position is located in the Judicial Division of the U.S. Civilian Board of Contract Appeals (CBCA or Board). As a Paralegal, you will perform duties for any judge or attorney of the Board in order to achieve enhanced productivity.

GSA offers its employees a wide range of [benefits](#) including:

- Federal health insurance plans (choose from a wide range of plans)
- Life insurance coverage with several options to choose from
- Leave policies to help you take care of your personal, recreational, and health care needs
- Thrift Savings Plan (similar to a 401(k) plan)
- Flexible work schedules and telework
- Transit and child care subsidies
- Training and development

At this time we are only filling one vacancy, however additional vacancies may be filled from this announcement as needed.

**This vacancy is also being announced as Vacancy Announcement Number 150013TADE under OPM's Delegated Examining procedures. Please review that announcement to see if you are eligible for consideration. Note: You must apply separately for each announcement in order to be considered under both procedures.**

**Supervisory Position:** No

**Relocation Expenses Reimbursed:** No

**Travel Required:** Not Required

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## Duties

As a Paralegal some of your duties will include:

- Establishing and maintaining subject matter files and case files and exercises initiative and discretion in establishing or revising such files.
- Reviewing and screening all correspondence and other matters, including all matters relating to cases assigned. This includes motions, briefs, proposed orders, and proposed exhibits, among other things.

- Preparing notices initiating proceedings, orders for further proceedings and other procedural notices and/or instructions. This responsibility requires the incumbent to communicate well orally and in writing with the parties.
- Scheduling and making all arrangements related to conferences (including prehearing conferences) and hearings.
- Keeping calendars establishing priorities and making all necessary arrangements for travel.
- Acting as an official custodian of various case files, incumbent is the authorized ex parte interface between the Board and litigants, and regularly arranges conference calls, makes inquiries on behalf of the Board, and answers procedural inquiries from litigants. Some litigants are represented by counsel and some are pro se, requiring a considerable amount of incumbent's time, including advice on the availability of accelerated or expedited procedures if statutory prerequisites are met. Incumbent will maintain comprehensive legal reference files on data compiled for use in answering technical questions and indexes such materials.

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## Qualifications and Evaluations

**Requirements:** If selected, you must meet the following conditions:

- Serve a one year probationary period (unless you have previously satisfied this requirement).
- Be able to make a direct deposit of your salary check to a financial organization.
- Males born after December 31, 1959 must have registered with the Selective Service.
- Complete a "Declaration of Federal Employment" (OF-306) to determine suitability for Federal employment.
- Undergo a background investigation and receive a favorable adjudication. This position has been designated as a Public Trust Position.
- If you are not a current GSA employee, you must complete the Department of Homeland Security (DHS) Form I-9 to determine identity and employment (work status) eligibility. GSA will verify the information through the DHS e-Verify automated system. Any identified discrepancies must be resolved as a condition of continued employment.

- Key Requirements:**
- U.S. Citizenship or National
  - Apply online (See How to Apply section.)
  - Meet time-in-grade requirements within 30 days of closing date

### Education Requirements:

**Evaluations:** If you are found qualified for the position, your responses to the self-assessment vacancy questions will be used to assign a numerical score. If your responses to the vacancy questions are not supported by your resume then your score may be adjusted lower by the Human Resources Specialist. Scores are not augmented by Veteran's preference points for this type of announcement (Merit Promotion).

You will be evaluated on the vacancy related questions that were designed to assess your overall possession of the following competencies/knowledge, skills, and abilities:

- Knowledge of principles, concepts and methods of legal research and analysis sufficient to perform recurring case development and documentation assignments
- Knowledge of legal concepts and processes to develop or evaluate evidence
- Knowledge of computer database systems
- Ability to type and operate computerized docketing databases
- Knowledge of the special standards of conduct relating to the Board
- Knowledge of grammar, spelling, punctuation, etc.

A variety of assessments/assessment tools may be used to evaluate candidates for specific vacancies covered by this announcement. Candidates will be notified when further assessments are implemented and provided with instructions on how to access and complete the assessment(s). Be sure to APPLY EARLY as most assessments must be completed fully and submitted before the announcement closing.

If you are an Interagency Career Transition Assistance Plan eligible or a GSA Career Transition Assistance eligible, you must be considered well qualified (minimum score of 85) to receive priority. [ICTAP/CTAP](#)

**Qualifications:** **GS-9:** The GS-9 salary range starts at \$52,146.00 per year, if you meet the following qualifications. You must meet all qualification and eligibility requirements within 30 days of the closing date of this announcement. Applicants must meet one of the following conditions to qualify:

To qualify based on **specialized experience**, applicants must have one year of specialized experience equivalent to the GS-7 in the Federal service. **SPECIALIZED EXPERIENCE** is defined as follows: analyzing and evaluating case files against litigation worthiness standard; reviewing and analyzing available precedents relevant to cases; and interviewing a variety of individuals to gather information. **OR** To qualify based on **substitution of education for the specialized experience**. Applicants must possess a Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or an LL.B. or JD. **OR** To qualify based on a combination of education and specialized experience. Applicants must possess a combination of graduate level education beyond the first year of progressive graduate study and appropriate experience (as described above) that together meet the qualification requirements of this position.

**GS-11:** The GS-11 salary range starts at \$63,091.00 per year, if you meet the following qualifications. You must meet all qualification and eligibility requirements within 30 days of the closing date of this announcement. Applicants must meet one of the following conditions to qualify:

To qualify based on **specialized experience**, applicants must have one year of specialized experience equivalent to the GS-9 in the Federal service. **SPECIALIZED EXPERIENCE** is defined as follows: analyzing legal impacts of legislative developments and judicial decisions, opinions, and determinations; searching for legal precedents, analyzing their applicability and preparing digests of points of law involved; drafting briefs, other litigation papers, or advisory opinions for review and approval of attorneys; preparing reports, exhibits, memoranda, statistical analysis, and other written material required for the litigation of cases; and analyzing statistical data to evaluate program performance and effectiveness. **OR** To qualify based on **substitution of education for the specialized experience**. Applicants must possess a PhD or equivalent doctoral degree or have successfully completed 3 full years of progressively higher level graduate education leading to such a degree, or LL.M., if related. **OR** To qualify based on a **combination of education and specialized experience**. Applicants must possess a combination of graduate level education beyond the first 2 years of progressive graduate study and appropriate experience (as described above) that together meet the qualification requirement for this position.

NOTE: Qualifications are based on length and level of experience. Therefore, in addition to describing duties performed, applicants must provide the exact dates of each period of employment (from month/year to month/year) and the number of hours per week if part time. Qualification determinations cannot be made when resumes do not include the required information, so failure to provide this information may result in disqualification. For a brief video on How to Create a Federal Resume, click [here](#).

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## Benefits and Other Info

**Benefits URL:** [Review our Benefits](#)

**Other Information:**

- Bargaining Unit Status: Non-Bargaining
- GSA does not accept applications or application materials submitted with Government-paid postage.
- Additional vacancies may be filled from this announcement as needed. This vacancy announcement does not preclude filling this position by other means. Management also has the right not to fill the position.
- If you are selected for this position at a grade lower than the full performance level, you may be promoted up to that grade level without further competition in accordance with all applicable regulations. However, promotions are not guaranteed and are dependent on performance.
- Travel, transportation, and relocation expenses are not authorized for this position. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the successful applicant.

[Fair Employment Opportunities for Applicants Who Are Unemployed or Facing Financial Difficulty Through No Fault of their Own](#)

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## How to Apply

**How to Apply:** You must submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the Announcement. Errors or omissions may result in your not being considered for this vacancy. A description of the online process is provided below. For more information on applying for a GSA vacancy, please visit [Applying for a GSA Job](#).

1. **To begin, click Apply Online to create a USAJOBS account or log in to your existing account.** Follow the prompts to select your USAJOBS resume and/or other supporting documents. Once you have completed this step, select "Apply for this Position Now!"
2. **Complete your personal information within GSAJobs.** Once you've been redirected to GSA's automated system, follow the prompts to create, review, or update your personal information. This information is used to determine your eligibility to apply for this position so be sure that it is up to date.
3. **Respond to all of the vacancy specific questions.**
4. **Submit any required documents.** A "Vacancy Documents" page is automatically displayed by the GSAJobs system. Review the Required Documents section of this announcement to determine which apply to you. You may choose one of the following options to submit your document(s): Upload; USAJOBS, or FAX. We strongly recommend you read the "Fax Instructions" provided on the Document Manager page prior to printing the Fax Cover Sheet and faxing your information.
5. **Respond to any Additional Assessment Questions.** If you are presented with additional assessment questions, be sure to respond to them or you may not be considered.
6. **Click the "FINISH" button.** Finally, you'll receive an Application Review Page which allows you to review the information that will be submitted. You can save a copy of your application by selecting the 'Save PDF' button. Then, YOU MUST CLICK THE 'FINISH' BUTTON to complete and submit your application.

Note: If you cannot complete any part of the application process listed above, contact the Human Resources Office/representative listed on the announcement prior to the announcement deadline for instructions on how to proceed. Be sure to receive prior HR approval to deviate from these instructions so that your application will be considered.

**Required Documents:** Please review the following to determine which documents you must submit in order to complete your application.

**ICTAP/CTAP Eligibles:** Submit proof of eligibility including agency notice; SF-50, Notification of Personnel Action (or similar agency form); and most recent performance rating.

**VEOA applicants, VRA applicants, and 30% or More Disabled Veterans:** You must submit a copy of your Certificate of Release or Discharge From Active Duty, DD-214 that shows the dates of your active duty service. If selected, a DD-214 showing your type of discharge (member 4 copy) will be required prior to appointment. If you are a disabled veteran, or are applying under VRA or VEOA as a spouse, widow/widower, or mother of a veteran, you must submit the following in addition to the DD-214: (1) completed [SF-15](#) form; and (2) proof of your entitlement. A list of documents which serve as acceptable proof of entitlement is indicated on the SF-15 form.

**Active Duty Military Personnel** - In lieu of the DD-214, active duty service members may submit a written document from the armed forces certifying that they expect to be discharged or released under honorable conditions not later than 120 days after the date the certification is signed. This document must include rank, dates of active duty service, and type of discharge.

**Current Federal Employees or [Reinstatement](#) Eligibles, or those eligible under [Interchange Agreements](#)** : Submit your latest SF-50 or similar agency form that shows the position, title, series, grade and rate of basic pay as well as Tenure Group 1 (Career) or 2 (Conditional). Note: GSA employees (except for OIG employees) are not required to submit a SF-50. This document will be used to determine your eligibility to be considered under this announcement.

**Former Peace Corps or VISTA Volunteers:** Submit your Description of Service (DOS). Returned Peace Corps Volunteers (RPCV) should also state their RPCV eligibility on their resume.

**People With Disabilities:** Submit proof of eligibility and certification of job readiness. Select the link [People With Disabilities](#) for information on eligibility and documentation required.

**Applicants Applying Under Other Appointment Authorities:** Submit proof of your eligibility under the appropriate appointment authority. See USAJOBS's [Resource Center](#) for more information.

**College Transcripts:** Submit a photocopy of your college transcript(s) if the qualifications for this announcement have an education requirement, or if you are using education to meet all or part of the qualification requirements. If selected, an official/sealed transcript will be

required prior to appointment. For education completed outside the United States, also submit a valid foreign credential evaluation that substantiates possession of the required education. See OPM's [General Policies](#) for information on crediting education.

**Next Steps:** If your application is complete, we will review your application to ensure you meet the basic qualification requirements. We will further evaluate each applicant who meets the basic qualifications on the knowledge, skills, abilities, and/or competencies required of the position. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. After making a tentative job offer, we will conduct a suitability and/or security background investigation. A final job offer for this position is typically made within 40 days after the deadline for applications.

**Thank you for your interest in working for U.S. General Services Administration!**

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Questions, Comments, or Feedback can be directed to [GSAjobs@gsa.gov](mailto:GSAjobs@gsa.gov)

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This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).

# "1509403VBMP" Vacancy Details

## About

**Announcement Number:** 1509403VBMP

**Hiring Agency:** GSA, Office of General Counsel

**Position Title:** Paralegal Specialist

**Open Period:** 10/01/2015 - 10/15/2015  
Format MM/DD/YYYY

**Series/Grade:** GS - 0950A 09

**Salary:** USD \$57,302 - USD \$74,489

**Work Schedule:** Full-time - Full-time

**Promotion Potential:** GS-11

**Duty Location(s):** 1 Vacancy in  
San Francisco, CA, US

**Telework Eligible:** No

**For More Info:** Valerie Brown  
415-522-2669  
valerie.brown@gsa.gov

## Overview

**Who May Apply/Clarification From the Agency:** GSA employees employed in San Francisco commuting area who are serving on career or career-conditional appointment, or under a noncompetitive [special appointing authority](#), providing for a permanent position. Employees serving on Schedule B, C, or D or Term Appointments are generally not eligible to apply.

**Security Clearance Required:** Q Nonsensitive

**Appointment Type** Permanent

**Appointment Type Details:** Permanent

**Marketing:** [About the Agency](#)

**Summary:** [GSA](#) has been repeatedly named by the [Partnership for Public Service](#) as one of the 'Best Places to Work in the Federal Government'.

As a Paralegal Specialist, you will manages legal correspondence and documentation, case files and memoranda, track deadlines, etc.

This position is located in the Office of Regional Counsel, Pacific Rim Region 09, San Francisco, CA., which provides advice and plans and administers the development and execution of all legal activities on a regional basis to fully implement GSA's statutory responsibilities and the enhancement of the role of the Office of Regional Counsel with respect to the varied programs and functions of GSA.

GSA offers its employees a wide range of [benefits](#) including:

- Federal health insurance plans (choose from a wide range of plans)
- Life insurance coverage with several options to choose from
- Leave policies to help you take care of your personal, recreational, and health care needs
- Thrift Savings Plan (similar to a 401(k) plan)
- Flexible work schedules and telework
- Transit and child care subsidies
- Training and development

At this time we are only filling one vacancy, however additional vacancies may be filled from this announcement as needed.

**Supervisory Position:** No

**Relocation Expenses Reimbursed:** No

**Travel Required:** Not Required

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## Duties

Under closer supervision as a trainee, the incumbent assists the Regional Counsel and staff attorneys in legal matters and administrative matters including the development and evaluation of cases, potential cases, the review and response to legal and non-legal documents as well as other duties as assigned.

The incumbent performs legal research of relevant statutes, regulations, case law, other relevant materials and precedents relating to pending litigation, real estate and other commercial transactions, leasing, government procurement, personal and real property disposals, personnel laws, construction law, building operations, IT, telecommunications and other legal issues handled by the Office.

Under close direction, manages legal databases, legal correspondence and documentation, case files and memoranda, tracks deadlines, etc.

Prepares and organizes charts, graphs, and other material used as exhibits. The incumbent prepares tables of contents, indices, and tables of authorities for legal briefs, memoranda and other such documents, reviewing and researching citations, footnotes, and textual references.

Prepares hearing binders and witness files. Maintains and organizes references. Prepares special and recurring reports; composes replies to routine correspondence; and assists with electronic discovery. Maintains transcript files and exhibits.

The incumbent monitors the status of claims, litigation, Freedom of Information Act requests, Privacy Act matters, and other cases being handled by the Office of Regional Counsel for reports to the General Counsel, the Regional Administrator and other offices as required.

The incumbent receives and responds to requests from GSA services and staff offices, other governmental agencies, US Attorneys and public for assistance in identifying and locating laws and regulations applicable to subjects within the jurisdiction and responsibility of GSA and determining the jurisdictional status of Federal property, performing the legal research necessary to answer the questions.

The incumbent examines and evaluates information in case files, with references to agency standards for litigation and the appropriate titles of law.

With assistance, the incumbent develops information about each assigned case through document searches. Performs extensive and thorough legal research into legislative history; provisions of law, legal precedents, and policy consideration that may be essential to a particular legal matter.

The incumbent conducts extensive and thorough research to regulations, statutes, Executive Orders, Comptroller General decisions, and prepares a summary and analysis of such research. This requires the incumbent to be especially versatile and innovative in responding to unanticipated changes in judicial and/or administrative law, policy, or program direction.

The incumbent provides legal support to staff attorneys which includes consulting prescribed source for pertinent information; reviewing investigative report, compiling documentary evidence, arranging material for use during meetings, hearings or court appearances.

Incumbent serves as a technical authority performing work which is characterized by a depth and variety of problem-solving analysis, interpretation, and evaluation associated with the resolution of unusually complicated legal matters.

The incumbent reviews legal documents for substantive and technical accuracy of legal citations.

Gathers factual data related to legal issues and litigation by searching agency records and relevant legal documents. Analyzes and evaluates facts to determine their relevance to a particular case or issue.

Presents work product orally and/or through written memoranda.

The incumbent responds to requests from other Federal agencies and the private sector regarding legal documents, case data and agency guidelines. Assignments are performed independently in accordance with broad objectives and established policies and practices.

Work product will be used in the formulation of legal advice and incorporated into legal memoranda and briefs. Investigates and becomes familiar with facts associated with a case or other legal matter. The incumbent determines the specific data needed and the best approach to obtain the data.

The incumbent prepares special and periodic reports in a timely manner, selecting and arranging factual data to meet reporting requirements. These reports also afford the legal staff immediate access to information on closed and pending cases.

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## Qualifications and Evaluations

**Requirements:** If selected, you must meet the following conditions:

- Serve a one year probationary period (unless you have previously satisfied this requirement).
- Be able to make a direct deposit of your salary check to a financial organization.
- Males born after December 31, 1959 must have registered with the Selective Service.
- Undergo a background investigation and receive a favorable adjudication.

**Key Requirements:**

- Meet time-in-grade requirements within 30 days of closing date
- Apply online (See How to Apply section.)
- U.S. Citizenship or National

**Education Requirements:** The following educational levels can be substituted for experience: 2 full years of progressively higher level graduate education leading to a degree or LL.B or J.D if related

**Evaluations:** If you are found qualified for the position, your responses to the self-assessment vacancy questions will be used to assign a numerical score. If your responses to the vacancy questions are not supported by your resume then your score may be adjusted lower by the Human Resources Specialist. Scores are not augmented by Veteran's preference points for this type of announcement (Merit Promotion).

You will be evaluated on the vacancy related questions that were designed to assess your overall possession of the following competencies/knowledge, skills, and abilities:

1. Knowledge of the principles, concepts and methods of legal research and analysis.
2. Knowledge of litigation and other legal work.
3. Ability to establish, monitor and maintain case files and filing system.
4. Ability to communicate orally.
5. Ability to communicate in writing.
6. Knowledge of commonly applied property disposal principles, concepts and methodologies.

A variety of assessments/assessment tools may be used to evaluate candidates for specific vacancies covered by this announcement. Candidates will be notified when further assessments are implemented and provided with instructions on how to access and complete the assessment(s). Be sure to APPLY EARLY as most assessments must be completed fully and submitted before the announcement closing.



**Qualifications:** The GS-09 salary range starts at \$57,302.00 per year, if you meet the following qualifications. You must meet all qualification and eligibility requirements within 30 days of the closing date of this announcement.

To qualify, you must demonstrate at 1 year of specialized experience equivalent to the GS-7 level of Federal Service.

Specialized experience is defined as analyzing and evaluating case files against litigation worthiness standard; reviewing and analyzing available precedents relevant to cases; and interviewing a variety of individuals to gather information.

NOTE: Qualifications are based on length and level of experience. Therefore, in addition to describing duties performed, applicants must provide the exact dates of each period of employment (from month/year to month/year) and the number of hours per week if part time. Qualification determinations cannot be made when resumes do not include the required information, so failure to provide this information may result in disqualification. For a brief video on How to Create a Federal Resume, click [here](#).

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## Benefits and Other Info

**Benefits URL:** [Review our Benefits](#)

**Other Information:** Additional vacancies may be filled from this announcement as needed. This vacancy announcement does not preclude filling this position by other means. Management also has the right not to fill the position.

If you are selected for this position at a grade lower than the full performance level, you may be promoted up to that grade level without further competition in accordance with all applicable regulations. However, promotions are not guaranteed and are dependent on performance.

Travel, transportation, and relocation expenses are not authorized for this position. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the successful applicant.

GSA does not accept applications or application materials submitted with Government-paid postage.

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## How to Apply

**How to Apply:** You must submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the Announcement. Errors or omissions may result in your not being considered for this vacancy. A description of the online process is provided below. For more information on applying for a GSA vacancy, please visit [Applying for a GSA Job](#).

1. **To begin, click Apply Online to create a USAJOBS account or log in to your existing account.** Follow the prompts to select your USAJOBS resume and/or other supporting documents. Once you have completed this step, select "Apply for this Position Now!"
2. **Complete your personal information within GSAJobs.** Once you've been redirected to GSA's automated system, follow the prompts to create, review, or update your personal information. This information is used to determine your eligibility to apply for this position so be sure that it is up to date.
3. **Respond to all of the vacancy specific questions.**
4. **Submit any required documents.** A "Vacancy Documents" page is automatically displayed by the GSAJobs system. Review the Required Documents section of this announcement to determine which apply to you. You may choose one of the following options to submit your document(s): Upload; USAJOBS, or FAX. We strongly recommend you read the "Fax Instructions" provided on the Document Manager page prior to printing the Fax Cover Sheet and faxing your information.
5. **Respond to any Additional Assessment Questions.** If you are presented with additional assessment questions, be sure to respond to them or you may not be considered.
6. **Save a copy of your application.** Once you have completed the application process, you will receive an 'Application Review' page. Review your application and follow the instructions to save or print a copy.
7. **Click the "FINISH" button.** At the bottom of the 'Application Review' page, YOU MUST CLICK THE 'FINISH' BUTTON to complete and submit your application.

Note: If you cannot complete any part of the application process listed above, contact the Human Resources Office/representative listed on the announcement prior to the announcement deadline for instructions on how to proceed. Be sure to receive prior HR approval to deviate from these instructions so that your application will be considered.

**Required Documents:** Please review the following to determine which documents you must submit in order to complete your application.

[CTAP](#) Eligible: Submit proof of eligibility including agency notice; SF-50, Notification of Personnel Action (or similar agency form); and most recent performance rating.

**GSA OIG Employees:** GSA Office of Inspector General (OIG) employees submit a SF-50, Notification of Personnel Action, indicating current position title, series, grade, and career tenure.

**College Transcripts:** Submit a photocopy of your college transcript(s) if the qualifications for this announcement have an education requirement, or if you are using education to meet all or part of the qualification requirements. If selected, an official/sealed transcript will be



required prior to appointment. For education completed outside the United States, also submit a valid foreign credential evaluation that substantiates possession of the required education. See OPM's [General Policies](#) for information on crediting education.

**Next Steps:** If your application is complete, we will review your application to ensure you meet the basic qualification requirements. We will further evaluate each applicant who meets the basic qualifications on the knowledge, skills, abilities, and/or competencies required of the position. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. After making a tentative job offer, we will conduct a suitability and/or security background investigation. A final job offer for this position is typically made within 40 days after the deadline for applications.

**Thank you for your interest in working for U.S. General Services Administration!**

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# "1700154RRMP" Vacancy Details

## About

**Announcement Number:** 1700154RRMP

**Hiring Agency:** GSA, Civilian Board of Contract Appeals

**Position Title:** Paralegal Specialist

**Open Period:** 12/14/2016 - 12/21/2016  
Format MM/DD/YYYY

**Series/Grade:** GS - 0950A 11

**Salary:** USD \$64,650 - USD \$84,044

**Work Schedule:** Full-time - Full-time

**Promotion Potential:** GS-12

**Duty Location(s):** FEW in Washington DC, DC, US

**Telework Eligible:** No

**For More Info:** Robert Roth  
202-260-3390  
robert.roth@gsa.gov

## Overview

**Who May Apply/Clarification From the Agency:** This announcement is restricted to:

- A. Applicants residing in the Washington, DC local commuting area and are:
  - Current career/career-conditional Federal employees;
  - Reinstatement eligibles;
  - [Special Appointing Authority](#) eligible; or
  - OPM [Interchange Agreement](#) eligibles
- B. [VEQA](#) eligible Veterans

**Security Clearance Required:** Public Trust - Background Investigation

**Appointment Type** Permanent

**Appointment Type Details:** Permanent

**Marketing:** [About the Agency](#)

**Summary:** [GSA](#) has been repeatedly named by the [Partnership for Public Service](#) as one of the 'Best Places to Work in the Federal Government'.

As a Paralegal Specialist, you will be performing duties for any judge or attorney of the Board in order to achieve enhanced productivity. This position is located in the Judicial Division of the U.S. Civilian Board of Contract Appeals (CBCA). This office is responsible for the prompt, efficient and inexpensive resolution of contract disputes. The Board also provides to executive agencies, when jointly requested by an agency and its contractor, alternative dispute resolution services on contract-related matters not covered by the Contract Disputes Act, whether those matters arise before or after a contract has been awarded.

GSA offers its employees a wide range of [benefits](#) including: Federal health insurance plans (choose from a wide range of plans); Life insurance coverage with several options to choose from; Leave policies to help you take care of your personal, recreational, and health care needs; Thrift Savings Plan (similar to a 401(k) plan); Flexible work schedules and telework; Transit and child care subsidies; and Training and development.

At this time we are only filling one vacancy, however additional vacancies may be filled from this announcement as needed.

Additional vacancies may be filled through this announcement in this or other GSA organizations within the same commuting area.

**Supervisory Position:** No

**Relocation Expenses Reimbursed:** No

**Travel Required:** Not Required

## Duties

As a Paralegal Specialist, your duties will include the following:

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- Establishing and maintaining subject matter files and case files and exercising initiative and discretion in establishing or revising such files.
- Reviewing and screening all correspondence and other matters, including all matters relating to cases assigned. This includes motions, briefs, proposed orders, and proposed exhibits, among other things.
- Preparing notices initiating proceedings, orders for further proceedings and other procedural notices and/or instructions. This responsibility requires the incumbent to communicate well orally and in writing with the parties.
- Scheduling and making all arrangements related to conferences (including prehearing conferences) and hearings.
- Keeping calendars establishing priorities and making all necessary arrangements for travel.
- Acting as an official custodian of various case files, incumbent is the authorized ex parte interface between the Board and litigants, and regularly arranges conference calls, makes inquiries on behalf of the Board, and answers procedural inquiries from litigants. Some litigants are represented by counsel and some are pro se, requiring a considerable amount of incumbent's time, including advice on the availability of accelerated or expedited procedures if statutory prerequisites are met. Incumbent will maintain comprehensive legal reference files on data compiled for use in answering technical questions and will index such materials.

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## Qualifications and Evaluations

**Requirements:** If selected, you must meet the following conditions:

- **Current or Former Political Appointees:** The Office of Personnel Management (OPM) must authorize employment offers made to current or former political appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch, you must disclose this information to the HR Office. Failure to disclose this information could result in disciplinary action including removal from Federal Service.
- A one year probationary period may be required.
- Complete a "Declaration of Federal Employment" (OF-306) to determine suitability for Federal employment.
- Undergo a background investigation and receive favorable adjudication. This position has been designated as a Public Trust Position.
- Non-GSA employees must complete the Department of Homeland Security (DHS) Form I-9 to determine identity and employment (work status) eligibility. GSA will verify the information through the DHS e-Verify automated system. Any identified discrepancies must be resolved as a condition of continued employment.

- Key Requirements:**
- U.S. Citizenship or National
  - Apply online (See How to Apply section.)
  - Meet time-in-grade requirements within 30 days of closing date

### Education Requirements:

**Evaluations:** Your application will be reviewed to determine whether you (a) are eligible to apply for and meet the qualification requirements for the position; (b) have provided all of the required documentation for consideration; and (c) whether you are among the candidates referred to the selecting official for consideration. Veteran's preference points are only given for Delegated Examining Announcements.

You will be evaluated on the vacancy related questions that were designed to assess your overall possession of the following competencies/knowledge, skills, and abilities. Responses to the vacancy assessment questions must be verifiable by your resume or it may affect your consideration for this position.

- **Knowledge of principles, concepts and methods of legal research and analysis sufficient to perform recurring case development and documentation assignments**
- **Knowledge of legal concepts and processes to develop or evaluate evidence**
- **Knowledge of computer database systems**
- **Ability to type and operate computerized docketing databases**
- **Knowledge of the special standards of conduct relating to the Board**
- **Skill in written communication.**

A variety of assessments/assessment tools may be used to evaluate candidates for specific vacancies covered by this announcement. Candidates will be notified when further assessments are implemented and provided with instructions.

If you are an Interagency Career Transition Assistance Plan eligible or a GSA Career Transition Assistance eligible, you must be considered well qualified (minimum score of 85) to receive priority. [ICTAP/CTAP](#)

**Qualifications:** **NOTE:** Qualifications are based on length and level of experience. Therefore, in addition to describing duties performed, applicants must provide the exact dates of each period of employment (from month/year to month/year) and the number of hours per week if part time. Qualification determinations cannot be made when resumes do not include the required information, so failure to provide this information may result in disqualification. For a brief video on How to Create a Federal Resume, click [here](#).

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

The GS-11 salary range starts at \$69,460.00 per year. Generally, first time appointees to Federal civilian service have their salary set at the beginning rate of the grade for which they are selected; unless prior approval has been received to adjust the salary based on superior qualifications of the applicant. You must meet all qualification and eligibility requirements within 30 days of the closing date of this announcement. To qualify, you must possess one of the following:

To qualify based on **specialized experience**, applicants must have one year of specialized experience equivalent to the GS-9 in the Federal service. **SPECIALIZED EXPERIENCE** is defined as follows: analyzing legal impacts of legislative developments and judicial decisions, opinions, and determinations; searching for legal precedents, analyzing their applicability and preparing digests of points of law involved; drafting briefs, other litigation papers, or advisory opinions for review and approval of attorneys; preparing reports, exhibits, memoranda, statistical analysis, and other written material required for the litigation of cases; and analyzing statistical data to evaluate program performance and effectiveness. **OR** To qualify based on **substitution of education for the specialized experience**, Applicants must possess a PhD or equivalent doctoral degree or have successfully completed 3 full years of progressively higher level graduate education leading to such a degree, or LL.M., if related. **OR** To qualify based on a **combination of education and specialized experience**, Applicants must possess a combination of graduate level education beyond the first 2 years of progressive graduate study and appropriate experience (as described above) that together meet the qualification requirement for this position.

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## Benefits and Other Info

**Benefits URL:** [Review our Benefits](#)

**Other Information:**

- Bargaining Unit status: Not Applicable
- If you are selected for this position at a grade lower than the full performance level, you may be promoted up to that grade level without further competition in accordance with all applicable regulations. However, promotions are not guaranteed and are dependent on performance.
- Additional vacancies may be filled from this announcement as needed. This vacancy announcement does not preclude filling this position by other means. Management also has the right not to fill the position.
- Travel, transportation, and relocation expenses are not authorized for this position. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the successful applicant.

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## How to Apply

**How to Apply:** You must submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the Announcement. Errors or omissions may result in your not being considered for this vacancy. You can modify/complete your application any time before the vacancy date/time deadline. Simply return to USAJOBS, select the vacancy, and update your application. For more detailed instructions on how to apply, read the [Apply for a GSA Job](#) on the GSA website.

To begin, click the **Apply Online** button on the vacancy announcement.

- Sign in or register on USAJOBS and select a resume and documents to include in your application.
- Once you have clicked **Apply for this position now**, you will be taken to the GSA site to complete the application process.
- Click the **Apply To This Vacancy** and complete all steps in the application process until the Confirmation indicates your application is complete. **If you click *Return to USAJOBS* or get timed out prior to receiving confirmation, your application will not be submitted and cannot be considered for this vacancy.**
- **Note:** Review the *REQUIRED DOCUMENTS* section of this announcement to determine which apply to you and must be submitted online. You may choose one or more of the following options to submit your document(s): **Upload** (from your computer); **USAJOBS** (click the "USAJOBS" link to complete the transfer process) or **FAX** (read the "Fax instructions" provided prior to printing the Fax Cover Sheet and faxing your information).

**Need Assistance?** If you cannot complete any part of the application process listed above, contact the Human Resources Office/representative listed on the announcement prior to the announcement deadline for instructions on how to proceed. Be sure to receive prior HR approval to deviate from these instructions so that your application will be considered.

**Required Documents:** You must submit ALL required documents before the closing date/deadline to have a complete application. Review the following list to determine which documents must be submitted online.

**Note:** If required to submit an SF-50 (Notice of Personnel Action), an equivalent agency Notice of Personnel Action form is acceptable. Such document(s) must show all of the following: Effective Date, Position, title, series, grade, and rate of basic pay, Tenure Group, Position Occupied Group, and Name of Agency.

- **Current or Former Political Appointees:** Submit SF-50. **Note:** GSA employees (except for OIG employees) are not required to submit a SF-50.
- **ICTAP/CTAP Eligible:** Submit (a) proof of eligibility including agency notice; (b) SF-50 and (c) most recent performance rating.
- **30% of More Disabled Veteran, VEOA or VRA applicant or qualified spouse, widow/widower, or parent:** You must submit a copy of your Certificate of Release or Discharge From Active Duty, DD-214 that shows the dates of your active duty service. If selected, a DD-214 showing your type of discharge (member 4 copy) will be required prior to appointment. If you are a disabled veteran, or are applying under VRA or VEOA as a spouse, widow/widower, or parent of a veteran, you must submit the following in addition to the DD-214: (1) completed [SF-15](#) form; and (2) proof of your entitlement. A list of documents which serve as acceptable proof of entitlement is indicated on the SF-15 form.
- **Active Duty Military Personnel-** Submit certification on a letterhead from the appropriate military branch that includes your rank, character of service (must be under honorable conditions) & military service dates including discharge/release date (must be no later than 120 days after the date the certification is submitted).
- **Current Federal Employees or Reinstatement Eligibles:** Submit your latest SF-50. Note: GSA employees (except for OIG employees) are not required to submit an SF-50.
- **Those eligible under an Interchange Agreement:** Submit your latest SF-50.
- **Former Peace Corps or VISTA Volunteers:** Submit your Description of Service (DOS). Returned Peace Corps Volunteers (RPCV) should also state their RPCV eligibility on their resume.
- **People With Disabilities:** Submit proof of eligibility and certification of job readiness. Select the link [People With Disabilities](#) for information on eligibility and documentation required.
- **Applicants Applying Under Other Appointment Authorities:** Submit proof of your eligibility under the appropriate appointment authority. See USAJOBS's [Resource Center](#) for more information.
- **Current or former Land Management Agency employees hired under competitive hiring procedures for a time-limited appointment.** (a) Submit one or more SF-50's including the most recent applicable one detailing your competitive time limited appointment(s) with a Land Management Agency/Agencies that demonstrate you have served in such appointments for a period or periods totaling more than 24 months without a break of 2 or more years; and (b) provide a copy of your agency's annual performance appraisal(s) or written reference(s) from a supervisor at the employing agency who can attest to your satisfactory performance during each of the applicable appointments.
- **College Transcripts:** If you are using some or all of your college education to meet qualification requirements for this position, you must submit a photocopy of your college transcript(s). If selected, an official/sealed transcript will be required prior to appointment. For education completed outside the United States, also submit a valid foreign credential evaluation that substantiates possession of the required education. See Application of Qualification Standards at [OPM's General Schedule Qualification Policies](#) website for information on crediting education.

**Next Steps:** After the closing date/deadline:

1. **ELIGIBILITY/QUALIFICATIONS:** Applicant eligibility and qualifications are reviewed.
2. **REFERRAL TO MANAGEMENT:** Eligible/Qualified applicants are referred to management for review and possible interview.
3. **SELECTION/TENTATIVE JOB OFFER:** If a selection is made, a Tentative Offer is extended to the selectee and suitability and/or security background investigation is conducted.
4. **FINAL JOB OFFER:** A final job offer is made (typically within 40 days after the closing date/deadline for applications).
5. **FINAL COMMUNICATION TO APPLICANTS:** Once the position is filled, we will notify all applicants of their final status. You may check your status by logging into USAJOBS. Go to My USAJOBS and then to Applications.

Thank you for your interest in working for U.S. General Services Administration!

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This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).

# "1710154RFMP" Vacancy Details

## About

**Announcement Number:** 1710154RFMP

**Hiring Agency:** GSA, Office of General Counsel

**Position Title:** Paralegal Specialist

**Open Period:** 11/22/2016 - 12/01/2016  
Format MM/DD/YYYY

**Series/Grade:** GS - 0950A 07/09

**Salary:** USD \$42,802 - USD \$68,057

**Work Schedule:** Full-time - Full-time

**Promotion Potential:** GS-11

**Duty Location(s):** FEW Vacancies in  
Auburn, WA, US

**Telework Eligible:** No

**For More Info:** Reonna Ford  
253-931-7764  
vacancy.inquiries@gsa.gov

## Overview

**Who May Apply/Clarification From the Agency:** Current career/career-conditional Federal employees in the competitive service; [Reinstatement](#) eligibles; [Special Appointing Authority](#) eligibles; [VEOA](#) eligible Veterans; and OPM [Interchange Agreement](#) eligibles.

**Security Clearance Required:** Public Trust - Background Investigation

**Appointment Type** Permanent

**Appointment Type Details:** Permanent

**Marketing:** [About the Agency](#).

**Summary:** As a Paralegal Specialist, you will manages legal correspondence and documentation, case files and memoranda, track deadlines, etc.

This position is located in the Office of General Counsel, Northwest/Arctic Region 10, Auburn, WA which provides advice and plans and administers the development and execution of all legal activities on a regional basis to fully implement GSA's statutory responsibilities and the enhancement of the role of the Office of General Counsel with respect to the varied programs and functions of GSA.

GSA has been repeatedly named as one of the '[Best Places to Work](#)' in the Federal Government'. [LEARN MORE](#) about why you should choose GSA. GSA offers its employees a wide range of [benefits](#) including: Federal health insurance plans (choose from a wide range of plans); Life insurance coverage with several options to choose from; Leave policies to help you take care of your personal, recreational, and health care needs; Thrift Savings Plan (similar to a 401(k) plan); Flexible work schedules and telework; Transit and child care subsidies; and Training and development.

At this time we are only filling one vacancy; however additional vacancies may be filled from this announcement as needed.

**Supervisory Position:** No

**Relocation Expenses Reimbursed:** No

**Travel Required:** Occasional Travel  
Occasional travel as needed.

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## Duties

Under close supervision as a trainee, the selected candidate will perform a range of duties to assist the General Counsel and staff attorneys. Examples of these duties include:

- Providing legal support services to attorneys in key litigation and other matters.
- Assembling, compiling and summarizing legal reference materials and data.
- Compiling legal research related to court decisions, regulations, statutes, Executive Orders, and other documents.
- Reviewing publications of relevant articles and preparing digests of articles.
- Collecting and inputting information into a case tracking system.
- Reviewing documents for correct form, accuracy of citations and timeliness.
- Assisting with day-to-day administrative duties including serving as receptionist, managing time and attendance records, making travel arrangements, etc.

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## Qualifications and Evaluations

**Requirements:** If selected, you must meet the following conditions:

- **Current or Former Political Appointees:** The Office of Personnel Management (OPM) must authorize employment offers made to current or former political appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch, you must disclose this information to the HR Office. Failure to disclose this information could result in disciplinary action including removal from Federal Service.
- A one year probationary period may be required.
- Complete a "Declaration of Federal Employment" (OF-306) to determine suitability for Federal employment.
- Undergo a background investigation and receive a favorable adjudication.
- Non-GSA employees must complete the Department of Homeland Security (DHS) Form I-9 to determine identity and employment (work status) eligibility. GSA will verify the information through the DHS e-Verify automated system. Any identified discrepancies must be resolved as a condition of continued employment.
- Complete an OGE Form 450, Confidential Financial Disclosure Report, and obtain approval that no conflict or an appearance of conflict exists between your financial interest and this position.

- Key Requirements:**
- U.S. Citizenship or National
  - Meet all eligibility requirements within 30 days of the closing date.
  - Meet time-in-grade requirements within 30 days of closing date
  - Direct Deposit of salary check to financial organization required.
  - Males born after 12/31/1959 must have registered with the Selective Service
  - See Conditions of Employment section for more requirements

**Education Requirements:** Please see Qualifications.

**Evaluations:** Your application will be reviewed to determine whether you (a) are eligible to apply for and meet the qualification requirements for the position; (b) have provided all of the required documentation for consideration; and (c) whether you are among the candidates referred to the selecting official for consideration. Veteran's preference points are only given for Delegated Examining Announcements.

You will be evaluated on the vacancy related questions that were designed to assess your overall possession of the following competencies/knowledge, skills, and abilities. Responses to the vacancy assessment questions must be verifiable and supportable by your resume or your responses may be adjusted, which may ultimately affect your consideration for this position.

1. Knowledge of the principles, concepts and methods of legal research and analysis.
2. Knowledge of litigation and other legal work.
3. Ability to establish, monitor and maintain case files and filing system.
4. Ability to communicate orally.
5. Ability to communicate in writing.
6. Knowledge of commonly applied property disposal principles, concepts and methodologies.

A variety of assessments/assessment tools may be used to evaluate candidates for specific vacancies covered by this announcement. Candidates will be notified when further assessments are implemented and provided with instructions.

If you are an Interagency Career Transition Assistance Plan eligible or a GSA Career Transition Assistance eligible, you must be considered well qualified (minimum score of 85) to receive priority. [ICTAP/CTAP](#)

#### **Evaluation Statement MP – ACWA Assessment Required**

This position is a Luevano-cover position, some applicants at the GS-5 & GS-7 grade levels may be required to take and successfully pass the Administrative Careers with America (ACWA) assessment in addition to the evaluation method described above. Should you be required to take the ACWA assessment, you will be given further instructions.

**Qualifications:** **NOTE:** Qualifications are based on length and level of experience. Therefore, in addition to describing duties performed, applicants must provide the exact dates of each period of employment (from month/year to month/year) and the number of hours per week if part time. Qualification determinations cannot be made when resumes do not include the required information, so failure to provide this information may result in disqualification. For a brief video on How to Create a Federal Resume, click [here](#).

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

You must meet all qualification and eligibility requirements within 30 days of the closing date of this announcement. To qualify at the GS-7 level you must demonstrate at least one of the following:

- 1 full year of graduate level education; OR
- superior academic achievement; AND/OR
- Specialized experience equivalent to the GS-05 level in the Federal service. Specialized experience is experience assisting in general case litigation activities for the purpose of tracking, monitoring and managing reports, ability to research legal procedures and case law, preparing summaries, conveyance, other legal instruments for legal adequacy and conformance with applicable laws.

To qualify at the GS-9 Level:

- master's or equivalent graduate degree; OR
- 2 full years of progressively higher level graduate education leading to such a degree; or LL.B. or J.D., if related, AND/OR
- Specialized experience equivalent to the GS-7 level in the Federal service. Specialized experience is analyzing and evaluating case files against litigation worthiness standard; reviewing and analyzing available precedents relevant to cases; and interviewing a variety of



individuals to gather information.

Superior Academic Achievement (SAA) at the baccalaureate level is fully qualifying at the GS-7 level. SSA is based on documentation of the following:

1. *Class standing* – Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.
2. *Grade-point average (rounded to one decimal point) of:* (a) **3.0 or higher out of a possible 4.0 ("B" or better)** as recorded on their official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or (b) 3.5 or higher out of a possible 4.0 ("B+" or better) based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum.
3. *Election to membership in a national scholastic honor society* in one of the national scholastic honor societies listed by the [Association of College Honor Societies](#).

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## Benefits and Other Info

**Benefits URL:** [Review our Benefits](#)

**Other Information:** Bargaining Unit status: NO

If you are selected for this position at a grade lower than the full performance level, you may be promoted up to that grade level without further competition in accordance with all applicable regulations. However, promotions are not guaranteed and are dependent on performance.

Relocation expenses are **not** authorized for this position. *Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the successful applicant.*

GSA may pay a recruitment incentive to a newly-appointed employee; a relocation incentive to a current employee; or offer annual leave service credit to an applicant with related non-federal or uniformed services work experience. Determinations to pay/allow incentives will be made on a case-by-case basis, subject to funding availability and documentation that the position is "hard-to-fill".

Selected applicants may qualify for credit toward annual leave accrual based on prior non-federal work experience or uniformed service experience.

Additional vacancies may be filled from this announcement as needed. This vacancy announcement does not preclude filling this position by other means. Management also has the right not to fill the position.

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## How to Apply

**How to Apply:** You must submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the Announcement. Errors or omissions may result in your not being considered for this vacancy. You can modify/complete your application any time before the vacancy date/time deadline. Simply return to USAJOBS, select the vacancy, and update your application. For more detailed instructions on how to apply, read the [Apply for a GSA Job](#) on the GSA website.

To begin, click the **Apply Online** button on the vacancy announcement.

- Sign in or register on USAJobs and select a resume and documents to include in your application.
- Once you have clicked **Apply for this position now**, you will be taken to the GSA site to complete the application process.
- Click the **Apply To This Vacancy** and complete all steps in the application process until the Confirmation indicates your application is complete. **If you click Return to USAJobs or get timed out prior to receiving confirmation, your application will not be submitted and cannot be considered for this vacancy.**
- **Note:** Review the **REQUIRED DOCUMENTS** section of this announcement to determine which apply to you and must be submitted online. You may choose one or more of the following options to submit your document(s): **Upload** (from your computer); **USAJOBS** (click the "USAJOBS" link to complete the transfer process) or **FAX** (read the "Fax instructions" provided prior to printing the Fax Cover Sheet and faxing your information).

**Need Assistance?** If you cannot complete any part of the application process listed above, contact the Human Resources Office/representative listed on the announcement prior to the announcement deadline for instructions on how to proceed. Be sure to receive prior HR approval to deviate from these instructions so that your application will be considered.

Technical assistance with your online application can be obtained by contacting the Help Desk at [mgshep@monster.com](mailto:mgshep@monster.com) OR by calling (866) 656-6830 or (703) 269-4944 Monday through Friday between the hours of 7:00 a.m. and 7:00 p.m. ET.

**Required Documents:** You must submit ALL required documents before the closing date/deadline to have a complete application. Review the following list to determine which documents must be submitted online. **Note:** If required to submit an SF-50 (Notice of Personnel Action), an equivalent agency Notice of Personnel Action form is acceptable. Such document(s) must show all of the following: Effective Date, Position, title, series, grade, and rate of basic pay, Tenure Group, Position Occupied Group, and Name of Agency.

- **Current or Former Political Appointees:** Submit SF-50. **Note:** GSA employees (except for GSA OIG employees) are not required to submit a SF-50.
- **ICTAP/CTAP Eligible:** Submit (a) proof of eligibility including agency notice; (b) SF-50 and (c) most recent performance rating.
- **30% of More Disabled Veteran, VEOA or VRA applicant or qualified spouse, widow/widower, or parent:** You must submit a copy of your Certificate of Release or Discharge From Active Duty, DD-214 that shows the dates of your active duty service. If selected, a DD-214 showing your type of discharge (member 4 copy) will be required prior to appointment. If you are a disabled veteran, or are applying under VRA or VEOA as a spouse, widow/widower, or parent of a veteran, you must submit the following in addition to the DD-214: (1) completed [SF-15](#) form; and (2) proof of your entitlement. A list of documents which serve as acceptable proof of entitlement is indicated on the SF-15 form.



- **Active Duty Military Personnel-** Submit certification on a letterhead from the appropriate military branch that includes your rank, character of service (must be under honorable conditions) & military service dates including discharge/release date (must be no later than 120 days after the date the certification is submitted).
- **Current Federal Employees or [Reinstatement Eligibles](#):** Submit your latest SF-50. Note: GSA employees (except for OIG employees) are not required to submit an SF-50.
- **Those eligible under [Interchange Agreement](#):** Submit your latest SF-50.
- **[Former Peace Corps or VISTA Volunteers](#):** Submit your Description of Service (DOS). Returned Peace Corps Volunteers (RPCV) should also state their RPCV eligibility on their resume.
- **People With Disabilities:** Submit proof of eligibility and certification of job readiness. Select the link [People With Disabilities](#) for information on eligibility and documentation required.
- **Applicants Applying Under Other Appointment Authorities:** Submit proof of your eligibility under the appropriate appointment authority. See USAJOBS's [Resource Center](#) for more information.
- **College Transcripts:** If you are using some or all of your college education to meet qualification requirements for this position, you must submit a photocopy of your college transcript(s). If selected, an official/sealed transcript will be required prior to appointment. For education completed outside the United States, also submit a valid foreign credential evaluation that substantiates possession of the required education. See *Application of Qualification Standards* at [OPM's General Schedule Qualification Policies](#) website for information on crediting education.
- **Superior Academic Achievement:** If you are claiming to qualify under Superior Academic Achievement, submit transcripts as described above and submit proof of class rank or Honor Society membership if you are using those provisions to qualify.

**Next Steps:** After the closing date/deadline:

1. **ELIGIBILITY/QUALIFICATIONS:** Applicant eligibility and qualifications are reviewed.
2. **REFERRAL TO MANAGEMENT:** Eligible/Qualified applicants are referred to management for review and possible interview.
3. **SELECTION/TENTATIVE JOB OFFER:** If a selection is made, a Tentative Offer is extended to the selectee and suitability and/or security background investigation is conducted.
4. **FINAL JOB OFFER:** A final job offer is made (typically within 40 days after the closing date/deadline for applications).
5. **FINAL COMMUNICATION TO APPLICANTS:** Once the position is filled, we will notify all applicants of their final status. You may check your status by logging into USAJOBS. Go to My USAJOBS and then to Applications.

**Thank you for your interest in working for U.S. General Services Administration!**

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# "1800119FMDE" Vacancy Details

## About

**Announcement Number:** 1800119FMDE

**Hiring Agency:** GSA, Office of General Counsel

**Position Title:** Paralegal Specialist

**Open Period:** 10/17/2017 - 10/31/2017  
Format MM/DD/YYYY

**Series/Grade:** GS - 0950H 09

**Salary:** USD \$59,760 - USD \$77,692

**Work Schedule:** Full-time - Full-time

**Promotion Potential:** GS-11

**Duty Location(s):** FEW in San Francisco, CA, US

**Telework Eligible:** No

**For More Info:** Frannie Mudd  
202-260-9784  
frannie.mudd@gsa.gov

## Overview

**Who May Apply/Clarification From the Agency:** All U.S. Citizens and [Nationals](#)

**Security Clearance Required:** Public Trust - Background Investigation

**Appointment Type:** Permanent

**Appointment Type Details:** [About the Agency](#)

**Marketing:** As a Paralegal Specialist, you will provide support to the Regional Counsel and staff attorneys in the delivery of legal services to the Pacific Rim Region and assist with the planning, administering and execution of all legal activities on a regional basis to fully implement GSA's statutory responsibilities and the enhancement of the role of the Office of Regional Counsel with respect to the varied programs and functions of GSA.

**Summary:**

### Location of Position: Office of General Counsel, Pacific Rim Division, 50 United Nations Plaza, San Francisco, CA

The Office of General Counsel is responsible for providing sound and timely legal advice and representation to GSA clients. OGC carries out all of GSA's legal activities with the exception of counsel to the Office of Inspector General and the Civilian Board of Contract Appeals.

GSA has been repeatedly named as one of the '[Best Places to Work](#)' in the Federal Government'. [LEARN MORE](#) about why you should choose GSA.

You will have access to many [benefits](#) including:

- Health insurance (choose from a wide range of plans)
- Life insurance coverage with several options
- Sick leave and vacation time, including 10 paid holidays per year
- Thrift Savings Plan (similar to a 401(k) plan)
- Flexible work schedules and telework
- Transit and child care subsidies
- Training and development
- Flexible spending accounts
- Long-term care insurance
- Training and development

We are currently filling one vacancy, but additional vacancies may be filled through this announcement in this or other GSA organizations within the same commuting area, as needed.

If you are eligible under Merit Promotion, you may also apply under Vacancy Announcement #1800120FMMP. You must apply separately to each announcement to be considered for both.

**Supervisory Position:** No

**Relocation Expenses Reimbursed:** No

**Travel Required:** Occasional Travel  
Occasional travel may be required as necessary.

## Duties

MAJOR DUTIES:

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- Performs legal research of relevant statutes, regulations, case law, other relevant materials and precedents relating to pending litigation, real estate and other commercial transactions, leasing, government procurement, personal and real property disposals, personnel laws, construction law, building operations, IT, telecommunications and other legal issues handled by the office; receives and responds to requests for assistance in identifying and locating laws and regulations applicable to subjects within the jurisdiction and responsibility of GSA and determining the jurisdictional status of Federal property, performing the legal research necessary to answer the questions.
- Manages legal databases, legal correspondence and documentation, case files, and memoranda, tracks deadlines, etc.; monitors status of claims, litigation, Freedom of Information Act request, Privacy Act matter, and other cases for reports to the General Counsel, Regional Administrator, and/or other offices as required.
- Provides legal support to staff attorneys which includes consulting prescribed source for pertinent information; reviewing investigative report, compiling documentary evidence, arranging material for use during meetings, hearings or court appearance; prepares and organizes charts, graphs, and other material used as exhibits; prepares hearing binders and witness files; maintains and organizes references; prepares special and recurring reports; composes replies to routine correspondence; assists with electronic discovery, including maintaining transcript files and exhibits and provides other administrative support in connection with this work as necessary.
- Monitors and tracks all law office operations including time cards, travel, equipment operations, supplies, purchasing, calendars, as well as all personnel actions for the Region 9 office and serves as the technical specialist who processes all intake/midtake/outtake actions, and as such, obtains relevant program and personnel information from managers and other subject matter specialists to ensure vital employee information is provided to key staff in other parts of the organization as employee data changes.
- Analyzes and evaluates gathered factual data related to legal issues, transactions and/or litigation to determine their relevance to a particular case, transaction or issue.

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## Qualifications and Evaluations

**Requirements:** If selected, you must meet the following conditions:

- Receive authorization from OPM on any job offer you receive, **if you are or were (within the last 5 years) a Schedule A, Schedule C, or non-career SES political appointee**
- Serve a one year probationary period, if required.
- Undergo and pass a background investigation (Tier 2 investigation level)
- Have your identity and work status eligibility verified if you are not a GSA employee. We will use the Department of Homeland Security's e-Verify system for this. Any discrepancies must be resolved as a condition of continued employment.

- Key Requirements:**
- US Citizens and National (Residents of American Samoa and Swains Island)
  - Meet all eligibility criteria within 30 days of the closing date
  - Meet time-in-grade within 30 days of the closing date, if applicable
  - Register with the Selective Service, if you are a male born after 12/31/195

### Education Requirements:

**Evaluations:** We will use a method called Category Rating to assess your application. Here's how it will work:

- You will be scored on the questions you answer during the application process, which will measure your possession of the following competencies or knowledge, skills, and abilities:
  1. Knowledge of the principles, concepts and methods of legal research and analysis, including knowledge and ability to gather facts and information and determine through analysis and evaluation the relevance to a particular legal issue, transaction or lawsuit.
  2. Ability and skill to communicate responses to requests
  3. Knowledge of concepts and processes to create, manage, track and administer law office operations and case management operations and practices, including but not limited to, case files, legal documentation, preservation of evidence, case tracking, calendars, filing requirements, and reporting.
  4. Knowledge of and ability to work with computer database system, including skill using Microsoft Office Suite (Word, Excel, etc.) or other computer word processing and spreadsheet programs.
  5. Knowledge of legal reference sources, including computerized reference sources, court and/or administrative decisions, case precedents and commercial legal publications, as well as organizational or agency governing sources like manuals, directives, and issuances.
  6. Knowledge of how law and regulation apply, impact and drive the agency mission, programs and operations.
  7. Knowledge of law office operations and human resource practices.
- Your answers to the questions will be used to place you in one of three categories: Best Qualified, Well Qualified, or Qualified [If the use of 4 categories is justified, adjust verbiage].
- We will verify your answers to the questions in your resume. If your resume doesn't support your answers, we may lower your score, which could place you in a lower category.
- Within each category, veterans will receive selection priority over non-veterans.

If you are eligible under Interagency Career Transition Assistance Plan or GSA's Career Transition Assistance Plan ([ICTAP/CTAP](#)), you must receive a score of 85 or higher to receive priority.

**Qualifications:** For each job on your resume, provide:

- the exact dates you held each job (from month/year to month/year)
- number of hours per week you worked (if part time).

If you have volunteered your service through a National Service program (e.g., Peace Corps, Americorps), we encourage you to apply and include this experience on your resume.

For a brief video on creating a Federal resume, click [here](#).

The GS-09 salary range starts at \$59,760.00 per year.

If you are a new federal employee, your starting salary will likely be set at the Step 1 of the grade for which you are selected.

To qualify, you must:

1. Have at least one year of specialized experience equivalent to the GS-07 grade level in the Federal service as defined below; OR,
2. Have a master's degree or equivalent graduate degree, OR,
3. Have 2 full years of progressively higher level graduate education leading to such a degree; OR,
4. Have a LL.B. or J.D. degree.

**SPECIALIZED EXPERIENCE:** Specialized experience is defined as experience assisting attorneys in preparing information and documents to support discovery and trial preparation; setting up files, both electronic and paper to manage cases, legal opinions, and other matters; and assembling, compiling and summarizing comprehensive legal reference materials and data for use in answering questions and indexes such

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## Benefits and Other Info

**Benefits URL:** [Review our Benefits](#)

**Other Information:** Bargaining Unit status: Not applicable

If you are selected at a grade lower than the full performance level, you may be promoted up to that grade level without having to re-apply or compete against other applicants.

Relocation-related expenses are not approved and will be your responsibility.

Travel expenses associated with interviews may be approved. Determinations will be made on a case-by-case basis.

On a case-by-case basis, the following incentives may be approved:

- Recruitment incentive if you are new to the federal government
- Credit toward vacation leave if you are new to the federal government

Additional vacancies may be filled from this announcement as needed; through other means; or not at all.

All the information you provide will be verified by a review of the work experience and/or education as shown on your application forms, by checking references and through other means, such as the interview process. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

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## How to Apply

**How to Apply:** You must submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the Announcement. Errors or omissions may result in your not being considered for this vacancy. You can modify/complete your application any time before the vacancy date/time deadline. Simply return to USAJOBS, select the vacancy, and update your application. For more detailed instructions on how to apply, read the [Apply for a GSA Job](#) on the GSA website.

To begin, click the **Apply Online** button on the vacancy announcement.

- Sign in or register on USAJobs and select a resume and documents to include in your application.
- Once you have clicked **Apply for this position now**, you will be taken to the GSA site to complete the application process.
- Click the **Apply To This Vacancy** and complete all steps in the application process until the Confirmation indicates your application is complete. **If you click Return to USAJobs or get timed out prior to receiving confirmation, your application will not be submitted and cannot be considered for this vacancy.**
- **Note:** Review the **REQUIRED DOCUMENTS** section of this announcement to determine which apply to you and must be submitted online. You may choose one or more of the following options to submit your document(s): **Upload** (from your computer); **USAJOBS** (click the "USAJOBS" link to complete the transfer process) or **FAX** (read the "Fax instructions" provided prior to printing the Fax Cover Sheet and faxing your information).

**Need Assistance?** If you cannot complete any part of the application process listed above, contact the Human Resources Office/representative listed on the announcement prior to the announcement deadline for instructions on how to proceed. Be sure to receive prior HR approval to deviate from these instructions so that your application will be considered.

**Required Documents:** ALL required documents must be submitted before the closing date. Review the following list to determine what you need to submit.

**If you are claiming veterans' preference:**

1. Copy of your Certificate of Release or Discharge From Active Duty, DD-214 that shows the dates of your active duty service. If selected, a DD-214 showing your type of discharge (member 4 copy) will be required prior to appointment.
2. If you are claiming 10-point preference or derived preference (a spouse, widow or widower, or parent of a deceased or disabled veteran), submit both of the following in addition to the DD-214: **(a)** completed [SF-15](#) form; and **(b)** proof of your entitlement (refer to [SF-15](#) for complete list).

**If you are active duty military** - Certification on a letterhead from your military branch that includes your rank, character of service (must be under honorable conditions) & military service dates including discharge/release date (must be no later than 120 days after the date the certification is submitted).

**If you are [ICTAP/CTAP](#) eligible** - submit **a, b, and c:** **(a)** proof of eligibility including agency notice; **(b)** SF-50, and **(c)** most recent performance appraisal.

**College transcripts:** If you are using some or all of your college education to meet qualification requirements for this position, you must submit a photocopy of your college transcript(s). If selected, an official transcript will be required prior to appointment. For education completed outside the United States, also submit a valid foreign credential evaluation that substantiates possession of the required education.

**Next Steps:** After the closing date/deadline:

1. **ELIGIBILITY/QUALIFICATIONS:** Applicant eligibility and qualifications are reviewed.
2. **REFERRAL TO MANAGEMENT:** Eligible/Qualified applicants are referred to management for review and possible interview.

3. **SELECTION/TENTATIVE JOB OFFER:** If a selection is made, a Tentative Offer is extended to the selectee and suitability and/or security background investigation is conducted.
4. **FINAL JOB OFFER:** A final job offer is made (typically within 40 days after the closing date/deadline for applications).
5. **FINAL COMMUNICATION TO APPLICANTS:** Once the position is filled, we will notify all applicants of their final status. You may check your status by logging into USAJOBS. Go to My USAJOBS and then to Applications.

**Thank you for your interest in working for U.S. General Services Administration!**

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Questions, Comments, or Feedback can be directed to [GSAjobs@gsa.gov](mailto:GSAjobs@gsa.gov)

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This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).

# "1800120FMMP" Vacancy Details

## About

**Announcement Number:** 1800120FMMP

**Hiring Agency:** GSA, Office of General Counsel

**Position Title:** Paralegal Specialist

**Open Period:** 10/17/2017 - 10/31/2017  
Format MM/DD/YYYY

**Series/Grade:** GS - 0950H 09

**Salary:** USD \$59,760 - USD \$77,692

**Work Schedule:** Full-time - Full-time

**Promotion Potential:** GS-11

**Duty Location(s):** FEW in San Francisco, CA, US

**Telework Eligible:** No

**For More Info:** Frannie Mudd  
202-260-9784  
frannie.mudd@gsa.gov

## Overview

**Who May Apply/Clarification From the Agency:** This announcement is restricted to status eligibles applicants located in the Pacific Rim Region (which consists of California, Nevada, Arizona, Hawaii, American Samoa, Guam)

- Current Federal Employees
- Former Federal Employees
- CTAP
- ICTAP
- VRA
- VEOA
- 30% Disabled
- Individuals with Disabilities
- Military Spouses
- Former Overseas Employees
- Peace Corps/AmeriCorps/Vista

**Security Clearance Required:** Public Trust - Background Investigation

**Appointment Type:** Permanent

**Appointment Type Details:** Permanent

**Marketing:** [About the Agency](#).

**Summary:** As a Paralegal Specialist, you will provide support to the Regional Counsel and staff attorneys in the delivery of legal services to the Pacific Rim Region and assist with the planning, administering and execution of all legal activities on a regional basis to fully implement GSA's statutory responsibilities and the enhancement of the role of the Office of Regional Counsel with respect to the varied programs and functions of GSA.

**Location of Position:** Office of General Counsel, Pacific Rim Division, 50 United Nations Plaza, San Francisco, CA

The Office of General Counsel is responsible for providing sound and timely legal advice and representation to GSA clients. OGC carries out all of GSA's legal activities with the exception of counsel to the Office of Inspector General and the Civilian Board of Contract Appeals.

GSA has been repeatedly named as one of the '[Best Places to Work](#)' in the Federal Government'. [LEARN MORE](#) about why you should choose GSA.

You will have access to many [benefits](#) including:

- Health insurance (choose from a wide range of plans)
- Life insurance coverage with several options
- Sick leave and vacation time, including 10 paid holidays per year
- Thrift Savings Plan (similar to a 401(k) plan)
- Flexible work schedules and telework
- Transit and child care subsidies
- Training and development
- Flexible spending accounts
- Long-term care insurance
- Training and development

We are currently filling one vacancy, but additional vacancies may be filled through this announcement in this or other GSA organizations within the same commuting area, as needed.

We are also accepting applications from all U.S. Citizens and Nationals under Vacancy Announcement # 1800119FMDE. You must apply separately to each announcement to be considered for both.

**Supervisory Position:** No

**Relocation Expenses Reimbursed:** No

**Travel Required:** Occasional Travel  
Occasional travel may be required as necessary.

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## Duties

### MAJOR DUTIES:

- Performs legal research of relevant statutes, regulations, case law, other relevant materials and precedents relating to pending litigation, real estate and other commercial transactions, leasing, government procurement, personal and realproperty disposals, personnel laws, construction law, building operations, IT, telecommunications and other legal issues handled by the office; receives and responds to requests for assistance in identifying and locating laws and regulations applicable to subjects within the jurisdiction and responsibility of GSA and determining the jurisdictional status of Federal property, performing the legal research necessary to answer the questions.
- Manages legal databases, legal correspondence and documentation, case files, and memoranda, tracks deadlines, etc.; monitors status of claims, litigation, Freedom of Information Act request, Privacy Act matter, and other cases for reports to the General Counsel, Regional Administrator, and/or other offices as required.
- Provides legal support to staff attorneys which includes consulting prescribed source for pertinent information; reviewing investigative report, compiling documentary evidence, arranging material for use during meetings, hearings or court appearance; prepares and organizes charts, graphs, and other material used as exhibits; prepares hearing binders and witness files; maintains and organizes references; prepares special and recurring reports; composes replies to routine correspondence; assists with electronic discovery, including maintaining transcript files and exhibits and provides other administrative support in connection with this work as necessary.
- Monitors and tracks all law office operations including time cards, travel, equipment operations, supplies, purchasing, calendars, as well as all personnel actions for the Region 9 office and serves as the technical specialist who processes all intake/midtake/outtake actions, and as such, obtains relevant program and personnel information from managers and other subject matter specialists to ensure vital employee information is provided to key staff in other parts of the organization as employee data changes.
- Analyzes and evaluates gathered factual data related to legal issues, transactions and/or litigation to determine their relevance to a particular case, transaction or issue.

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## Qualifications and Evaluations

**Requirements:** If selected, you must meet the following conditions:

- Receive authorization from OPM on any job offer you receive, **if you are or were (within the last 5 years) a Schedule A, Schedule C, or non-career SES political appointee**
- Serve a one year probationary period, if required.
- Undergo and pass a background investigation (Tier 2 investigation level)
- Have your identity and work status eligibility verified if you are not a GSA employee. We will use the Department of Homeland Security's e-Verify system for this. Any discrepancies must be resolved as a condition of continued employment.

- Key Requirements:**
- US Citizenship or National (Residents of American Samoa and Swains Island)
  - Meet all eligibility criteria within 30 days of the closing date
  - Meet time-in-grade within 30 days of the closing date, if applicable
  - Register with the Selective Service, if you are a male born after 12/31/195

### Education Requirements:

**Evaluations:** You will be evaluated on the questions you answer during the application process, which will measure your overall possession of the following competencies or knowledge, skills, and abilities. Your responses to these questions must be supported by your resume or your score may be lowered.

1. Knowledge of the principles, concepts and methods of legal research and analysis, including knowledge and ability to gather facts and information and determine through analysis and evaluation the relevance to a particular legal issue, transaction or lawsuit.
2. Ability and skill to communicate responses to requests
3. Knowledge of concepts and processes to create, manage, track and administer law office operations and case management operations and practices, including but not limited to, case files, legal documentation, preservation of evidence, case tracking, calendars, filing requirements, and reporting.
4. Knowledge of and ability to work with computer database system, including skill using Microsoft Office Suite (Word, Excel, etc.) or other computer word processing and spreadsheet programs.
5. Knowledge of legal reference sources, including computerized reference sources, court and/or administrative decisions, case precedents and commercial legal publications, as well as organizational or agency governing sources like manuals, directives, and issuances.
6. Knowledge of how law and regulation apply, impact and drive the agency mission, programs and operations.
7. Knowledge of law office operations and human resource practices.

If you are eligible under Interagency Career Transition Assistance Plan or GSA's Career Transition Assistance Plan ([ICTAP/CTAP](#)), you must receive a score of 85 or higher to receive priority.

**Qualifications:** For each job on your resume, provide:

- the exact dates you held each job (from month/year to month/year)
- number of hours per week you worked (if part time).

If you have volunteered your service through a National Service program (e.g., Peace Corps, Americorps), we encourage you to apply and include this experience on your resume.

For a brief video on creating a Federal resume, click [here](#).

The GS-09 salary range starts at \$59,760.00 per year. If you are a new federal employee, your starting salary will likely be set at the Step 1 of the grade for which you are selected.

To qualify, you must:



1. Have at least one year of specialized experience equivalent to the GS-07 grade level in the Federal service as defined below; OR,
2. Have a master's degree or equivalent graduate degree, OR,
3. Have 2 full years of progressively higher level graduate education leading to such a degree; OR,
4. Have a LL.B. or J.D. degree.

**SPECIALIZED EXPERIENCE:** Specialized experience is defined as experience assisting attorneys in preparing information and documents to support discovery and trial preparation; setting up files, both electronic and paper to manage cases, legal opinions, and other matters; and assembling, compiling and summarizing comprehensive legal reference materials and data for use in answering questions and indexes such materials; and compiling legal research relating to court decisions, regulations, statutes, Executive Orders, and other documents.

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## Benefits and Other Info

**Benefits URL:** [Review our Benefits](#)

**Other Information:** Bargaining Unit status: Not applicable

If you are selected at a grade lower than the full performance level, you may be promoted up to that grade level without having to re-apply or compete against other applicants.

Relocation-related expenses are not approved and will be your responsibility.

Travel expenses associated with interviews may be approved. Determinations will be made on a case-by-case basis.

On a case-by-case basis, the following incentives may be approved:

- Recruitment incentive if you are new to the federal government
- Credit toward vacation leave if you are new to the federal government

Additional vacancies may be filled from this announcement as needed; through other means; or not at all.

All the information you provide will be verified by a review of the work experience and/or education as shown on your application forms, by checking references and through other means, such as the interview process. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

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## How to Apply

**How to Apply:** Submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the announcement. You can modify or complete your application any time before the deadline. Simply return to USAJOBS, select the vacancy, and update your application. For more detailed instructions on how to apply, click here: [Apply for a GSA Job](#).

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**Need Assistance in Applying?** Contact the HR representative listed on the announcement prior to the application deadline. You must receive HR approval before deviating from these instructions.

**Required Documents:** ALL required documents must be submitted before the closing date. Review the following list to determine what you need to submit.

**Note:** If required to submit an **SF-50** (Notice of Personnel Action), an equivalent agency Notice of Personnel Action form is acceptable. Such document(s) must show all of the following: effective date, position, title, series, grade, and rate of basic pay, tenure group 1 (career) or 2 (career-conditional), position occupied group, and name of agency. If you are a **GSA employee** (except in the OIG), you are not required to submit an SF-50.

**If you are a 30% or more disabled veteran, VEOA or VRA applicant or qualified spouse, widow/widower, or parent:**

(a) Copy of your Certificate of Release or Discharge From Active Duty, DD-214 that shows the dates of your active duty service. If selected, a DD-214 showing your type of discharge (member 4 copy) will be required prior to appointment.

(b) If you are a disabled veteran, or are applying under VRA or VEOA as a spouse, widow/widower, or parent of a veteran, submit both of the following in addition to the DD-214:

1. completed [SF-15](#) form; and
2. proof of your entitlement (refer to [SF-15](#) for complete list).

**If you are active duty military-** Certification on a letterhead from your military branch that includes your rank, character of service (must be under honorable conditions) & military service dates including discharge/release date (must be no later than 120 days after the date the certification is submitted).

**If you are a current Federal employee or [Reinstatement Eligible](#):** Submit your latest SF-50.



If you are eligible under an [Interchange Agreement](#), Submit your latest SF-50.

If you are a [former Peace Corp or VISTA volunteer](#), Submit your Description of Service.

If you have a disability: Submit proof of eligibility. For information on eligibility and required documentation, refer to USAJOBS's [People With Disabilities](#) page.

If you are applying under another special appointment authority: Submit proof of your eligibility under the appropriate appointment authority. See USAJOBS's [Resource Center](#) for more information.

If you are [CTAP/CTAP](#) eligible - submit a, b, and c: (a) proof of eligibility including agency notice; (b) SF-50, and (c) most recent performance appraisal.

**College transcripts:** If you are using some or all of your college education to meet qualification requirements for this position, you must submit a photocopy of your college transcript(s). If selected, an official transcript will be required prior to appointment. For education completed outside the United States, also submit a valid foreign credential evaluation that substantiates possession of the required education.

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2. **REFERRAL TO MANAGEMENT:** If you meet all the requirements, you may be referred to management for review and a possible interview.
3. **SELECTION/TENTATIVE JOB OFFER:** If you are selected, you will receive a tentative offer and start the suitability and/or security background investigation process.
4. **FINAL JOB OFFER:** Once our security office determines you can come on board, you will be given a final offer, which is typically 40 days after the announcement closes.
5. **FINAL COMMUNICATION:** Once the position is filled, we will notify you of your status. You may also check your status by logging into USAJOBS. Go to My USAJOBS and then to Applications.

**Thank you for your interest in working for U.S. General Services Administration!**

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